



# Anchorage School District

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## Education Center

5530 E. Northern Lights Blvd. • Anchorage, AK 99504 • 907-742-4000 • www.asdk12.org

## Memorandum

To: ASD Community

From: Volunteer Department

Date: September 27, 2023

Subject: Volunteer Application Process

### Background

The Anchorage School District (hereby referred to as ASD or District) is committed to inviting parents and other community stakeholders to be active participants in student success. Volunteers encourage and inspire excellence in learning and goal achievement for all! ASD is also committed to school and student safety and requires a background check for those volunteering with and around students. Applications are processed through the Office of Equity & Compliance, Volunteer Services. To that end, the purpose of this memo is to provide clarity on the volunteer application process.

### Process

All volunteers (includes chaperones, drivers, and partner organizations) must complete a volunteer application and sign a liability waiver each school year. This requirement ensures that the District has the most up-to-date information on those volunteering. The application and waiver can be found on the website for online submission or printing.

### Determinations

Not all volunteer applicants will be approved. ASD reserves the right to deny any application if the review discloses an area of District concern. Some reasons for denying volunteer applications have included:

- Applicant is listed on the a state or federal sex offender or child kidnapping registry;
- Applicant has been convicted of a crime (misdemeanor or felony) involving domestic violence or child abuse or neglect;

- Applicant has been convicted of a felony;
- Applicant has been convicted of driving under the influence, operating a vehicle while impaired, or similar charge, in the last three years (for volunteer drivers).

While the above is not an exhaustive list, it provides some insight into our volunteer application review process. The timeframes of convictions will also be reviewed on a case-by-case basis. We do consider the timeline of offenses in making the determination.

### **Timeline**

Applications for the new school year can be submitted starting July 1 before every school year. The approval or denial will be provided starting the first day of school. After this point, decisions will be made within seven business days.

### **Questions and Concerns**

Should you need more help, or advice on any topic or issue related to volunteering with ASD, please contact our office via the information outlined below.

**Email: [volunteer@asdk12.org](mailto:volunteer@asdk12.org)**  
**Office: 907-742-3995**