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## Volunteer Information

### **For anyone wanting to volunteer in a Vail School:**

All persons wishing to volunteer in a Vail School District school must complete the following required documents:

- **Volunteer Application** - <https://www.applitrack.com/vail/onlineapp/>
- **Individuals will receive an Affidavit via email from the District Office. The individual will sign it electronically. There will be instructions on how it needs to be submitted.**

The online application and affidavit will need to be submitted online at least ten business days prior to a parent/legal guardian volunteering on a school campus or field trip. Non-legal guardians must submit the online application, affidavit (electronically) and fingerprints to VIC at least ten weeks prior to volunteering.

### **Fingerprint requirements:**

- **Parents or Legal Guardians:** No need to fingerprint if they are a parent or legal guardian of a child at the school for which they wish to volunteer.
- **All other community members or family members:** Must submit fingerprints for approval prior to volunteering at a school site. It generally takes 6-8 weeks to receive results.

### **Maintaining Volunteer Eligibility:**

- Volunteers must update information each year.
- Volunteers must volunteer at least once during the school year.