



EXCELLENCE THROUGH LEADERSHIP

Queen Creek Unified School District

Human Resource Department

Procedures for School Site Volunteers/Chaperones

Thank you for your interest in the Queen Creek Unified School District. We are excited that you want to volunteer with us. Please look at the steps below to be a volunteer.

*If you are a parent or legal guardian that wants to volunteer in your own child's classroom, an online application, fingerprint clearance, and background investigation are **not** required.*

If you are a parent or legal guardian participating in an overnight event or if you are a community member that wants to volunteer, please follow the steps below.

1. What you need to be a volunteer
 - a. Apply online
 - b. Background clearance (QCUSD HR department will submit background check)
 - c. Fingerprint clearance (Fingerprints need to be done by approved third party vendor)

2. Steps to be a Volunteer
 - a. Apply online on the [District Careers page](#)
 - i. Click on Volunteers on the bottom left side of the page
 - ii. Click on “Apply” on the right side of the page
 - iii. Please make sure to have a copy of your driver’s license to upload
 - b. Contact the school where you want to volunteer and let them know that you have applied online.
 - c. Queen Creek Unified School District Human Resources will run a background check
 - d. Register on the Gemalto/Thales website for Fingerprint clearance
 - i. Please go to the Gemalto/Thales website at:
<https://pci.aps.gemalto.com/azperlpub/landing.pl>

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- ii. Click on "Background Check". You will be asked to enter a Fingerprint Code. Your Fingerprint Code is **PS-172.V**
 - iii. You will be prompted to agree to the Privacy Statement and then your application form will be displayed.
 - iv. The transaction information will be completed for you with Queen Creek Unified School District listed as the "agency". You will need to change the pay type from Credit Card to Agency. After changing the pay type to Agency, you will need to enter the following information:
 1. Billing Code: volunteer
 2. Billing Password: Qcusd#95
 - v. Continue filling out the application with your personal information. Click continue when done. You will be prompted to verify your information and then click "Submit".
 - vi. Print your registration page with your registration ID.
 - vii. Go to the Gemalto/Thales website at <https://www.aps.gemalto.com/az/locations.htm#!/region/Maricopa> to view approved fingerprinting locations. Visit one of the approved locations to have your fingerprints taken.
- e. Once your background check is cleared, you will receive an email notification that you have been approved to volunteer.
 - f. The school will contact you regarding your approval, however, once you receive the email, you are welcome to contact the school.
3. When you volunteer at the school, you will be required to sign in with the site front office or supervisor of the event each day and be given a temporary volunteer/visitor badge. The District does not issue identification badges to volunteers.

Do not hesitate to contact the school or Human Resources for more questions 480-987-5935.