

TYPE OF VOLUNTEER OR VISITOR	I. Is the individual responsible for the welfare of a child (this includes any individual standing in loco parentis with direct or regular contact with a child through any program, activity, or service sponsored by a school)?	OR	II. Does the individual have direct contact with children?	CLEARANCES REQUIRED?
attend birthday party (or other celebration) with a student who is one's child or other close relative or for whom one is the guardian	one is already the parent or guardian or close relative, so in loco parentis does not apply; this does not involve direct or regular contact)		one is not assuming care, supervision, guidance, or control of a child not one's own; this does not involve routine interaction with other children	NO
attend meeting in a private area with school administrator, teacher, or staff	one is not providing care, supervision, training, or control of children in lieu of parental care; there is no direct or regular contact with children		one is not assuming care, supervision, guidance, or control of children; this does not involve routine interaction with other children	NO

attend performance in auditorium or other common area; attend a sporting event or other extra-curricular activity	one is not providing care, supervision, training, or control of children in lieu of parental care; there is no direct or regular contact with children		one is not assuming care, supervision, guidance, or control of children; this does not involve routine interaction with other children	NO
book fair (no students helping in booth)	one is not providing care, supervision, training, or control of children in lieu of parental care; there is no direct or regular contact with children		one is not assuming care, supervision, guidance, or control of children; this does not involve routine interaction with other children	NO
chaperone for a dance or other school-sponsored event (including, but not limited to, field trips)	yes responsible for the welfare of children – even though not necessarily direct or regular, in a position of trust and standing in place of parent		yes direct contact	YES
class party help	not responsible for the welfare of children		yes direct contact	YES
class pictures	not responsible for the welfare of children		yes direct contact	YES
concession stand worker (no students working in the stand)	not responsible for the welfare of children		no direct contact	NO
concession stand worker (with students working in the stand)	could be responsible for the welfare of children if a position of trust, and direct and regular		yes direct contact and could be routine interaction	YES

drop off birthday cake or holiday treats	not responsible for the welfare of children		no direct contact	NO
field day assistance (or similar events like Fall Festival, for example)	perhaps standing in loco parentis (responsible for the welfare of children) – similar to a chaperone in some instances		yes direct contact	YES
grandparents' day	one is not providing care, supervision, training, or control of children in lieu of parental care; there is no direct or regular contact with children		one is not assuming care, supervision, guidance, or control of children; this does not involve routine interaction with other children	NO
guest speaker or participant in career day or similar event to share information with students	one is not providing care, supervision, training, or control of children in lieu of parental care; there is no direct or regular contact with children		one is not assuming care, supervision, guidance, or control of children; this does not involve routine interaction with other children	NO
job shadowing – an individual allows a student to visit his or her place of business	not assuming responsibility as a school volunteer		not assuming responsibility as a school volunteer	NO
make a delivery to the school	not responsible for the welfare of children		no direct contact	NO
observe child's classroom (parent, guardian, close relative)	one is not providing care, supervision, training, or control of children in lieu of parental care; there is no direct or regular contact with children		one is not assuming care, supervision, guidance, or control of children; this does not involve routine interaction with other children	NO

pick child up from school	one is not providing care, supervision, training, or control of children in lieu of parental care; there is no direct or regular contact with children		one is not assuming care, supervision, guidance, or control of children; this does not involve routine interaction with other children	NO
produce play or performance, concert, or other curricular/co-curricular, or extracurricular activity	responsible for the welfare of children		yes direct contact	YES
routine classroom help (daily, weekly, or other periodically-scheduled help)	responsible for the welfare of children		yes direct contact	YES
special classroom projects	not responsible for the welfare of children		yes direct contact	YES
sports coach	responsible for the welfare of children		yes direct contact	YES