

### Visitor / Volunteer Badge Matrix

<u>Type</u>	<u>Use</u>	<u>Process</u>	<u>Cost</u>	<u>Expires</u>
<b>Building Visitor Badge Occasional Visitor</b>	May work with students under the <u>direct</u> supervision of teacher/staff	Visitor check-in with School Safe ID System and receives a badge from building	N/A	<b>Visitor turns badge in at end of day</b>
<b>District Volunteer Badge</b>	May work with students in the general area with teacher/staff and day field trips	Volunteer completes BIB volunteer online application, receives Secure Volunteer card in the mail and presents card and driver's license to school secretary <b>OR</b> if Ohio resident < 5 yrs, schedules an appointment to come to WEC (HR) for an FBI background check. Receives badge once FBI results have come back to HR.	<b>N/C</b> to volunteer <i>Paid by District</i>	<b>5 years</b>
<b>Overnight Chaperone</b>	May supervise small groups of students on out-of-town trips under the direction of teacher	Chaperone schedules an appointment to come to WEC (HR) for BCI/FBI fingerprint check. Receives badge once FBI/BCI results have come back to HR.	<b>\$50</b> for FBI/BCI <i>Paid by Chaperone</i>	<b>5 years</b>
<b>Volunteer Athletic Coach</b>	May be responsible for supervision of Athletes	Coach schedules an appointment to come to WEC (HR) for BCI/FBI fingerprint check. Coaching requirements must be met as well.	<b>\$50</b> for FBI/BCI <b>\$45</b> PAP application <b>\$varies</b> PAP Class <b>\$varies</b> CPR Class <b>\$65</b> Fund. of Coaching <i>Paid by Coach</i>	<b>FBI/BCI 5 years</b> <b>PAP 3 years</b> <b>CPR 2 years</b>
<b>Volunteer Club Advisor</b>	May be responsible for supervision of Students	Advisor comes to WEC (HR) for BCI/FBI fingerprint check. Other requirements may apply.	<b>\$50</b> for FBI/BCI <b>\$45</b> PAP application <b>\$varies</b> PAP Class <b>\$varies</b> CPR Class <i>Paid by Advisor</i>	<b>FBI/BCI 5 years</b> <b>PAP 3 years</b> <b>CPR 2 years</b>
<b>University Student Observation/Field Experience/Student Teaching Placement</b>	Observes and/or instructs under teacher guidance as part of university program	Student comes to WEC with University FBI/BCI (HR runs if needed)	<b>\$50</b> for FBI/BCI <i>Paid by Student</i>	<b>End of current school year</b>