

# BUCKEYE ELEMENTARY SCHOOL DISTRICT #33

## District Administration Office

25555 W. Durango Street Buckeye, AZ 85326

(623) 925-3400 FAX (623) 386-6063

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*"We Make a Difference for Students"*

**TO:** VOLUNTEERS  
**FROM:** Allen Steen, Superintendent  
**SUBJECT:** Paperwork Requirements

WELCOME and thank you for your support! Because we are concerned with the safety and welfare of all our students, the following forms and requirements need to be completed before you can begin to volunteer at Buckeye Elementary School

- Application
- Emergency Data Form
- Obtain fingerprints (can be rolled at District Office)
- Copy of Driver's License
- Copy of Social Security Card
- Certification in Accordance with A.R.S. §15-512 form (must be notarized)
- Proof of Measles/Rubella/Mumps Immunization, or blood titer test
- Drug-Free Workplace Notice signed
- Complete FAXON Background Check form

Although legal statutes (A.R.S. §15-512A) do not require a 'volunteer' who provides services to pupils and is always under the supervision of a certificated employee to be fingerprinted, Buckeye Elementary School District does require this procedure on advice of district legal counsel and for the safekeeping of our students.

Any questions should be directed to Allen Steen, Superintendent, in the District Office. Our main and only concern is our students!

Attachments