

## Annual Volunteer Renewal Requirements

MetroED greatly values the time, expertise, and support our volunteers provide to students and programs. To maintain a safe, secure, and welcoming environment and ensure volunteer information remains current, volunteers are required to complete the volunteer renewal process before providing volunteer service each year.

### Please note:

✓ **Annual Renewal Required**

Volunteer authorization does not automatically carry over from year to year. All required volunteer clearance requirements must be completed to maintain active volunteer status.\*

✓ **New Volunteer ID Badge Required**

A new volunteer ID badge will be issued after annual requirements have been completed and approved.

✓ **Office Check-In / Check-Out Required for Every Visit**

For student safety, accountability, and emergency response, all campus visitors and volunteers, including those with an active volunteer badge, must check in and out through the office during each visit.

### Please complete the following requirements annually before being approved for volunteer service:

1. **Complete a new school year [Volunteer Application](#)**
2. Submit the completed application to the supervising teacher for review and processing.
3. **Provide updated TB clearance, if applicable.** Volunteers must maintain current tuberculosis (TB) clearance. If your TB test, risk assessment, or clearance documentation is more than four (4) years old, please provide updated documentation.
4. **Complete assigned Keenan training modules.** Required training modules will be assigned near the end of July and must be completed **before** volunteer service begins.
5. **Review and sign the [Volunteer Handbook Acknowledgment Form](#).** Your signature confirms that you have reviewed and agree to follow current volunteer expectations, policies, and procedures.

*\* Please note that returning volunteers who previously completed District fingerprint clearance are not required to complete fingerprinting again unless specifically directed by the District.*

Thank you for supporting MetroED students and programs. Please contact us at [HR@metroed.net](mailto:HR@metroed.net) if you have any questions.