

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. ID badges will automatically be generated for returning volunteers.
- **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. **Teacher completes the InformedK12 form - [Volunteer Request & Approval](#). This form is routed to the Administrator and then HR for approval.**
2. **Volunteer completes a new school year [Volunteer Application](#)**
3. Submit the completed application to the supervising teacher for review and processing.
4. **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.
5. **Complete assigned Keenan training modules.** Required training modules will be assigned near the end of July and must be completed **before** volunteer service begins.
6. **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 if you have any questions.