CONSULTANT VS. VOLUNTEER

Consultant

CONSULTANT CONTRACT MUST BE SUBMITTED 3-4 WEEKS PRIOR TO EVENT

STEP 1

IF ACCESS TO STUDENTS
- Complete Consultant Contract Packet Signed by Principal
- Include copy of recent Budget Availability Report
- Include Valid ID
- Include Quote or Proposal

IF NO ACCESS TO STUDENTS
- *Pg. 1, 2, 5, & 6 of contract ONLY*
- *Copy of Budget*
- *Valid ID*

STEP 2

- Send Complete Consultant Contract Packet, Valid ID, and supporting documents to the **corresponding Asst. Superintendent**
- The office of the Asst. Supt. will then submit to **Human Resource Dept.** for criminal background check & fingerprinting.

  Human Resources will notify Campus Principal of any unclear criminal background checks with fingerprints.

STEP 3

- **Staff Development**
Approved by **Dr. Gorrena,** *Assistant Superintendent for Curriculum & Instruction*

- **Others**
Approved by ***Mrs. Montalvo,*** *Assistant Superintendent Student Services* or **Jaime Ortega,** *Chief Financial Officer*

STEP 4

- **Purchasing Dept.** will email copy of approved agreement to campus.
- **Campus** will
  - Create requisition
  - Attach Approved Contract to Requisition
  - Send Approved PO to Consultant

  Campus is responsible for notifying consultant.

Extenuating circumstances must be approved by Deborah Garza or Mrs. Montalvo
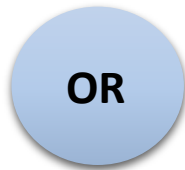
Volunteer

Regular Volunteer

A parent, guardian, or grandparent of a student enrolled in the district where the person will perform the volunteer services.

Requirements
- No Contract
- No Payment
- Raptor & Name Search
- Complete Volunteer Requirement Form
- Complete DPS Computerized Criminal History Verification Form

OR

Other Volunteer

Person who will be accompanied by a district employee while on campus; or Person who is volunteering for a single event on a campus.

Requirements
- No Contract
- No Payment
- Check In at Campus
- Provide ID
- Run through Raptor System

Extenuating circumstances must be approved by Deborah Garza or Mrs. Motalvo