

If you plan on going on a field trip with your student or volunteering in their classroom, you must have completed a volunteer application and affidavit. We recommend that you complete the application at the beginning of the school year so when the volunteer opportunity arises, you will be able to be with your student. It is valid for your student's academic career at Acacia.

Volunteer Applicants

To: Valued Volunteers and Parents

From: Kristen Espinoza
Volunteer Coordinator
Acacia Elementary
879-2203

Re: Safety of our Students
Vail School District Volunteer Policy

Before attending any field trips, volunteering on campus or in the classroom, ALL volunteers must complete an application and be cleared through the District Office. It is recommended that you complete the application process at the beginning of the school year so that you are cleared for any opportunities that may come up.

Parents, Step-parents, and Legal Guardians:

- online application at www.applitrack.com/vail/onlineapp/
- Notarized Criminal Offense Affidavit (included on the online app)
- PROCESSING MAY TAKE UP TO A WEEK

Any other volunteer (aunts, uncles, grandparents, friends):

- online application at www.applitrack.com/vail/onlineapp/
- Notarized Criminal Offense Affidavit (included on the online app)
- Fingerprint card (available in the front office)
- PROCESSING FINGERPRINT CARDS MAY TAKE UP TO SIX WEEKS
 - a list of fingerprint locations is also in the front office
 - you will be required to have a photo ID and pay a processing fee (\$5-\$10) which will not be refunded by the district.

We appreciate all your help!