



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 **Pam Montalvo**
Assistant Superintendent for Curriculum & Instruction
- **Others**
Approved by **Dr. Gorena**
Assistant Superintendent for Human Resources & Student Services **or** Assistant Superintendent for Business & Finance

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 Dr. Gorena*

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 Dr. Gorena*