

### Diocese of Erie Catholic School Volunteer Chart

This chart is not an exhaustive list. It should be used by the Catholic School President or Principal to determine the documentation required of school volunteers for compliance with the diocesan Policy for the Protection of Children. **Volunteers provide a service without compensation.** Questions can be directed to Cindy Zemcik at 814-824-1195.

These are examples of a <b>Regular Volunteer</b> <i>(unpaid)</i>	These are examples of an <b>Occasional Volunteer</b> <i>(unpaid &amp; scheduled or occurring less than once a month. This is the person's only involvement)</i>
Coach	Classroom Activity Volunteer
Assistant Coach	Classroom Celebration Volunteer
Recess Aide/Volunteer	Book Fair Volunteer
Chaperone for Field Trips, Service Projects, or other off-site activities	Adult Volunteer on the day of School Concert or School Assembly
Classroom Assistant (Room Parent)	Picture Day Volunteer
Library Assistant/Volunteer	Holiday Shop Volunteer
Cafeteria Aide/Volunteer	Field Day Volunteer if Teachers are present
Tutor (if not a Teacher employed by the school)	PTO in-school activity if PTO member does not volunteer in other capacities
Retreat Leaders (includes small/large group leaders)	
School Office Aide or Volunteer	
Theater/Musical Director(s), Assistants or Aides	
Costume Designer(s)/Fitters	
Band Volunteer	
PTO Officers	
Adult Athletic or Band Booster having contact with children	

The following people are considered **School Visitors**: Assembly presenters, guest presenter in a classroom with teacher present, guest reader in a classroom with teacher present, parents sharing a birthday lunch with their child. Provided that visitors are never unaccompanied in the school building or classroom and are never in a position of care, supervision, guidance, or control of children, they DO NOT need clearances.

Revised June 2024