

# Staffing Guide for School-Connected Organizations

*Our school-connected organizations, such as our PTA / PTO / Booster groups, provide valuable enrichment opportunities for our students. This quick-reference guide provides information to help groups decide the best way to staff for activities (e.g. after-school clubs, coaching staff, etc.). These options, outlined below, help everyone involved comply with various laws and labor agreements.*



## **Category 2 Volunteer**

Volunteers are a simple and cost-effective way to staff clubs. Volunteers who receive “Category 2” clearance undergo a background check and training and are allowed to work directly with students. More information about volunteer procedures can be found at [www.fcusd.org/volunteer](http://www.fcusd.org/volunteer).

## **Stipend Paid to a Teacher/Certificated Employee**

If a school-connected organization works with a teacher or other certificated employee to run an after-school club, stipend amounts for various club activities are outlined in the District’s labor contract with teachers. **Note:** *Different scenarios pose different requirements, so contact the Human Resources Department for this option.*

## **Independent Contractor**

When an independent contractor runs an after-school club, they must carry their own liability and workers compensation insurance and submit a Facilities Use request. Many of our school-connected organizations successfully use this option, and the [PTA website offers a tool kit](#) with helpful resources.

## **Hourly Rate Paid to Classified (Non-Teaching) Employee or Parent**

Currently, FCUSD does not have an hourly position that would make this option possible. Fortunately, we are working collaboratively with the CSEA bargaining unit to create an hourly Extracurricular Enrichment Leader position.

PTA/PTO/Booster Clubs cannot pay staff directly.

***To learn more about any of these four options,  
Contact FCUSD’s Human Resources Department at (916) 294-9002.***