

# SAN GABRIEL UNIFIED SCHOOL DISTRICT VOLUNTEER PROGRAM

Thank you for your interest and active participation as a volunteer. Volunteers are very important to the San Gabriel Unified School District. You are essential to the fine programs that are offered to our students. Please take a moment to review the guidelines and screening procedures for all volunteers.

## **Volunteer Guidelines**

All volunteers are required to:

- Act in accordance with district policies and regulations, as well as individual site requirements
- Complete and return all required forms each school year (excludes TB) prior to volunteering
- Be approved by School Administration/District prior to volunteering
- Sign in and sign out at Front Office each day on campus
- Wear a Visitor Badge at all times while on school grounds
- Maintain the confidentiality of each student

## **Volunteer Screening Procedures**

Volunteers are required to pass a tuberculosis (TB) risk assessment or examination – which is good for 4 years. If you are in need of a TB risk assessment, complete the assessment checklist and submit it with the volunteer application. If risk factors are identified, you will be contacted by our district nurse and will need a TB examination completed by your health care provider.

### ***Volunteers – Level 1***

No application or screening (TB test or background) is required for volunteers who WILL NOT be working directly with students or whose duties are primarily conducted off campus. Examples may include volunteers performing classroom projects for teachers at home or assisting with school wide events where there are supervising staff present at all times (i.e. - school carnivals, book fairs).

### ***Volunteers – Level 2 (Staff Supervision Present)***

Volunteers who have limited and/or direct contact with students with SGUSD staff present at all times must pass the sex offender screening. This screening is required to be conducted annually. Examples may include classroom volunteers and office volunteers.

### ***Volunteers – Level 3 (No Staff Supervision Present)***

Volunteers whose work duties involve direct student contact in a district-sponsored student activity program where work with students may occur outside the direct supervision of SGUSD staff must obtain both a Department of Justice and FBI criminal background check through the district. Examples may include mentors, volunteer coaches and extracurricular activities such as cheer and drill team.

The District reserves the right to screen volunteer applicants for any record of criminal history.

If you any questions, please contact Human Resources at (626) 451-5458.

**SAN GABRIEL UNIFIED SCHOOL DISTRICT  
VOLUNTEER PROGRAM**

**TO: HUMAN RESOURCES**

**RE: VOLUNTEER SERVICES**

DATE \_\_\_\_\_

SCHOOL \_\_\_\_\_

NAME (print) \_\_\_\_\_

**OFFICIAL DOCUMENTATION NEEDED TO PROCESS ALL VOLUNTEERS**

1. Volunteer application
2. Copy of valid photo identification
3. Completed Megan's Law Declaration
4. Completed TB risk assessment/examination (AB 1667)
5. Worker's Compensation Form
6. Level 3 Volunteer – Department of Justice/FBI criminal background check

**\*\*\*Please return all required documents to the School Office\*\*\***

**School Office Use Only**

- |  |                                   |  |
|--|-----------------------------------|--|
| <input type="checkbox"/> Volunteer App                   | <input type="checkbox"/> Photo ID | <input type="checkbox"/> Megan's Law Compliance Form |
| <input type="checkbox"/> TB Clearance Date _____         |                                   | <input type="checkbox"/> Worker's Comp Form          |
| <input type="checkbox"/> Orientation/Training Date _____ |                                   |  |

**District Office Use Only**

- |  |   |
|--|---|
| <input type="checkbox"/> Personal Vehicle Use & DMV Form | <input type="checkbox"/> DOJ/FBI Check Date _____ |
|--|---|

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Signature \_\_\_\_\_  
Human Resources

SAN GABRIEL UNIFIED SCHOOL DISTRICT  
VOLUNTEER APPLICATION

\_\_\_\_\_ School Year  
*This information will be kept confidential*

**PLEASE PRINT**

SCHOOL \_\_\_\_\_ VOLUNTEER LEVEL \_\_\_\_\_

NAME \_\_\_\_\_  
(First) (M.I.) (Last)

ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL/WORK PHONE \_\_\_\_\_

PREFERRED CONTACT METHOD: ( ) Home Phone ( ) Cell/Work ( ) Email \_\_\_\_\_

VALID FORM OF IDENTIFICATION (PLEASE CIRCLE ONE)

VALID DRIVERS LICENSE • STATE ID • SCHOOL ID • PASSPORT

**(ATTACH COPY OF PHOTO IDENTIFICATION)**

IN CASE OF EMERGENCY, PLEASE CONTACT: \_\_\_\_\_  
(Name & Phone Number)

Have you ever been convicted of a felony? ( ) Yes ( ) No  
**If yes, please explain on the back of this form.**

Have you ever been convicted of a sex or drug-related offense or crime of violence ( ) Yes ( ) No  
**If yes, please explain on the back of this form.**

Are you required to register as a sex offender under Penal Code 290 ( ) Yes ( ) No

**The San Gabriel Unified School District believes every student should be able to enter a learning environment free from crime, violence, drugs and abuse. In the interest of our students, staff and community, the District reserves the right to conduct a criminal background check of school volunteers as permitted by law.**

I am offering my services to the San Gabriel Unified School District as a volunteer without compensation and without right to health insurance benefits. I understand that either the District or I may terminate this volunteer relationship at any time without notice.

I certify under penalty of perjury that I have not been required to register as a sex offender pursuant to Penal Code Section 290. I understand that, in accordance with District policy, school administrators will verify this information via the California Megan's Law database.

I affirm that all the above information is true and complete.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Principal Signature Approved \_\_\_\_\_ Denied \_\_\_\_\_

SAN GABRIEL UNIFIED SCHOOL DISTRICT

Declaration of Compliance with Megan's Law Requirement for Volunteers

*To be completed by Volunteer*

SCHOOL \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

\*\*\*\*\*FOR SCHOOL OFFICE USE ONLY\*\*\*\*\*

**Results of Megan's Law Check**

[www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)

Megan's Law Website check for this applicant was completed by the principal/designee on:

DATE \_\_\_\_\_

Results of the website check:

\_\_\_\_\_ The applicant's name **did** appear on the Megan's Law Website

\_\_\_\_\_ The applicant's name **did not** appear on the Megan's Law Website

Principal/designee's signature below indicates compliance with Megan's Law requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print)



### Adult Tuberculosis (TB) Risk Assessment Questionnaire<sup>1</sup>

(To satisfy California Education Code Section 49406 and Health and Safety Code Sections 121525-121555)

To be administered by a licensed health care provider (physician, physician assistant, nurse practitioner, registered nurse)

Name: \_\_\_\_\_ Date of Risk Assessment: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

History of positive TB test or TB disease Yes  No

If yes, a symptom review and chest x-ray (if none performed in previous 6 months) should be performed at initial hire.\*  
If no, continue with questions below.

If there is a "Yes" response to any of the questions 1-5 below, then a tuberculin skin test (TST) or Interferon Gamma Release Assay (IGRA) should be performed. A positive test should be followed by a chest x-ray, and if normal, treatment for TB infection considered.

#### Risk Factors

1. One or more signs and symptoms of TB (prolonged cough, coughing up blood, fever, night sweats, weight loss, excessive fatigue) Yes  No

Note: A chest x-ray and/or sputum examination may be necessary to rule out infectious TB.<sup>2</sup>

2. Close contact with someone with infectious TB disease Yes  No

3. Birth in high TB-prevalence country\*\*

(\*\* Any country other than the United States, Canada, Australia, New Zealand, or a country in Western or Northern Europe.)

4. Travel to high TB-prevalence country\*\* for more than 1 month

(\*\* Any country other than the United States, Canada, Australia, New Zealand, or a country in Western or Northern Europe.)

5. Current or former residence or work in a correctional facility, long-term care facility, hospital, or homeless shelter Yes  No

\*Once a person has a documented positive test for TB infection that has been followed by an x-ray that was deemed free of infectious TB, the TB risk assessment is no longer required.

<sup>1</sup> Adapted from a form developed by Minnesota Department of Health TB Prevention and Control Program and Centers for Disease Control and Prevention.

<sup>2</sup> Centers for Disease Control and Prevention (CDC). *Latent Tuberculosis Infection: A Guide for Primary Health Care Providers*. 2013. (<http://www.cdc.gov/tb/publications/LTBI/default.htm>)



## ADULT TUBERCULOSIS (TB) RISK ASSESSMENT QUESTIONNAIRE

(To satisfy California Education Code Section 49406 and Health and Safety Code Sections 121525-121555)

### CERTIFICATE OF COMPLETION

*To be signed by the licensed health care provider completing the risk assessment and/or examination*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

*The above named patient has submitted to a tuberculosis risk assessment. The patient does not have risk factors, or if tuberculosis risk factors were identified, the patient has been examined and determined to be free of infectious tuberculosis.*

Health Care Provider Signature

Please Print Health Care Provider Name

Title

Office Address: Street

City

State

Zip Code

Telephone

Fax

SAN GABRIEL UNIFIED SCHOOL DISTRICT  
SAN GABRIEL, CALIFORNIA

DATE: \_\_\_\_\_

TO: Designated Volunteer

FROM: Business Services Department

SUBJECT: WORKERS' COMPENSATION COVERAGE FOR  
VOLUNTEERS

This is to advise you that the San Gabriel Unified School District has adopted a Board Resolution to cover authorized volunteers for the purpose of Workers' Compensation Insurance. Workers' Compensation benefits will be provided in accordance with the California Labor Code for any injury or illness sustained while engaged in the services as a \_\_\_\_\_ at \_\_\_\_\_.  
(Description of Job) (Name of School)

Should you be injured while serving in this capacity, and therefore covered under our Workers' Compensation Self-Funded Program, we need to advise you that you would not be eligible to file any civil claim, action or proceeding.

By signing this document, you acknowledge that Workers' Compensation benefits will be the sole remedy and agree to waive any civil liability.

Name \_\_\_\_\_ Signature \_\_\_\_\_  
(Please Print)

\*\*\*\*\*

Approved \_\_\_\_\_ Date \_\_\_\_\_  
(Principal's Signature)

\*\*\*\*\*

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_  
(Asst. Superintendent, Business Services will make determination and sign)