



VOLUNTEER/CHAPERONE PROCEDURES

*To avoid processing delays, please ensure that packets are **complete**, and that the TB test is **attached** prior to accepting them from the volunteer and/or chaperone. Completed packets must be authorized and signed by the site principal; packets for volunteer coaches must also be signed by the site athletic director. **Human Resources will not process incomplete packets and will return them to the site.***

Initial Screening of Volunteer Forms

- All visitors who will be going into classrooms must fill out a volunteer/visitor form and be checked on Megan's Law. This includes parents who are visiting their child's classroom for a period of time, and day fieldtrips, but does not include outside vendors or parents who are merely dropping their child off at the classroom.
- If Volunteer does not clear Megan's Law, the Principal will inform the person(s) **that** she/he will not be allowed to volunteer. If the individual is a parent or guardian, she/he may still visit their child's classroom under staff supervision.
- If Volunteer checked "YES" on convicted of a crime, ensure the **full description** of incident, date and whether or not it was a felony or misdemeanor are indicated. Indications of misdemeanors and felonies must be cleared by Kevin Torosian; copies of the forms should be sent to D.O., Student Support Services Rm 13. You will be notified by email of approval or denial of the application.

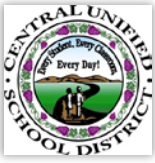
Volunteers who need to be Fingerprinted – Site/Class Volunteers, Volunteer Coaches, and/or Chaperones who meet the criteria listed below require fingerprint clearance:

- Volunteering at a site or activity twice a week or more during the school year.
- Volunteering more **than** ten consecutive days.
- Volunteering for overnight field trip chaperone.
- Transporting students other than their own child/student.

Fingerprinting must be **completed** through the Central Unified Human Resources Department; at no cost to the volunteer/chaperone. Fingerprint clearance from outside agencies *cannot* be accepted.

Completing the Volunteer Packet

- Volunteer Fingerprint Check List – Must be signed by site Principal.
- Volunteer Coach Fingerprint Check List – Must be signed by site Athletic Director and Site Principal.
- Please specify the leave date for overnight volunteers.
- Complete Volunteer Application.
- Complete Live Scan Form (applicant information only).
- Sign – Employee Electronic Resources Acceptable Use Contract.
- Sign – Sexual Harassment Notice and Acknowledgement.



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- Sign – Child Abuse Reporting Packet.
- Sign – Confidentiality Agreement.
- Attach - Copy of Current TB (must be within 12-months).
- Attach – Copy of CIF Certification (High School Coaches Only)
- Attach – Concussion Certification (High School Coaches Only)
- Original – Valid California Driver’s License or CA I.D.
- Original – Social Security Card @ time of fingerprinting.

If you are transporting students (other than your own) the following documents must also be submitted:

- Vehicle Use Form.
- DMV Pull Notice.
- Official DMV Report no older than 90 days.
 - DMV reports available online will be accepted only when printed directly from the web browser; copy paste versions will NOT be accepted – drivers may be asked to supply a certified DMV report at any time.
- Proof of Insurance.

Processing Completed Packets

- Once you assemble the completed packet, send to District Office - Human Resources.
- H.R. will contact volunteer/chaperone to set up a fingerprint appointment date.
- Overnight fieldtrip packets **MUST** be received 30 days (or sooner) prior to leave date.
- Please keep in mind fingerprint clearance from Department of Justice may take up to thirty days; and it is possible to receive a delay in processing notice that could take longer than 30 days.
- H.R. will verify Site/Classroom and/or Chaperone clearance with site/department Administrator, and Site Secretary.
- H.R. will verify Volunteer Coach clearance with site/department Athletic Director.

Volunteers who have been fingerprinted shall NOT work with students until clearance has been received from Human Resources.



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