



SAN LORENZO VALLEY UNIFIED SCHOOL DISTRICT

325 Marion Avenue, Ben Lomond, CA 95005

831-336-5194 (Office)

831-336-9531 (Fax)

www.slvusd.org

Dr. Laurie Bruton
Superintendent

Board of Trustees

Laura Dolson
Jacqui Rice
Kathleen Ritchie
George Wylie

Dear Volunteer Applicant,

Thank you for volunteering your services to the students of San Lorenzo Valley Unified School District (SLVUSD). We are excited and grateful to have you on board. Your participation enhances the instructional program and motivates and encourages students.

Definition of a Volunteer

A volunteer is a parent or family member, community member or other adult, who assists at a school site or program on a regular or semi-regular basis before, during, or after school hours. There are two types of volunteers:

Tier I Volunteer

Works with students or has direct student contact that is not always under the supervision of staff. Examples:

- Driver of students (field trips, etc.)
- Work with students in hallways or outside classroom
- Coach, tutor
- Chaperone on overnight school-sponsored trips
- Campus supervision
- Life Lab/School Garden, school clubs, etc.

Requirements of a Tier I Volunteer

- Completed Volunteer Agreement and acknowledgment of Volunteer Handbook.
- **Fingerprint clearance (district paid - only need to do 1 time)**
- Proof of negative TB test or Risk Assessment within the past 4 years if working with students more than 10 or more times during the school year. You may meet with the School Nurse for a free Risk Assessment on designated days or obtain from your physician (paid by volunteer).
- Wear site issued identification badge and sign-in and out when volunteering at a school site.

Steps to Becoming a Tier I Volunteer

- Read the Volunteer Handbook.
- Complete the attached Volunteer Agreement, including the administrative authorization signature.
- Attend a Designated Volunteer Sign-up Day or call the SLVUSD Human Resources Department to make an appointment (831-336-5193). Bring your completed Volunteer Agreement, current state issued photo ID, and proof of negative TB test/screening or Risk Assessment within the last 4 years (if applicable) to the Human Resources Department. Our office is located at 325 Marion Avenue in Ben Lomond and is open from 7:00 am to 4:00 pm, Monday through Friday. *Continued...*

- Receive from Human Resources a request for a Live Scan Fingerprint form authorizing SLVUSD to receive the results and pay for your fingerprinting.
- Bring the Live Scan Fingerprint form and current state issued photo ID to the Santa Cruz County Office of Education near Costco at 400 Encinal St., Monday through Friday from 1:30 to 4:00 pm. The receptionist will tell you where to take the form to get your fingerprints scanned.

Tier II Volunteer

Does not work directly with students and/or works with students under direct supervision of the teacher at all times. Examples:

- Work in classroom with teacher present at all times
- Front office/copy volunteers
- Committee volunteers
- Parent Club or Booster functions

Requirement of Tier II Volunteer

- Completed Volunteer Agreement and acknowledgment of Volunteer Handbook.
- Megan's Law Clearance.
- Proof of negative TB test or Risk Assessment within the past 4 years if working with students 10 or more times during the school year. Volunteers may meet with the School Nurse for a free Risk Assessment on designated days or obtain a test/Risk Assessment from your physician (paid by volunteer).
- Wear site issued identification badge and sign-in and out when volunteering at a school site

Steps to Becoming a Tier II Volunteer

1. Read the Volunteer Handbook.
2. Complete the attached Volunteer Agreement, including the administrative authorization signature.
3. Return the completed agreement and proof of TB clearance within the last 4 years (if applicable) to the site office or bring the paperwork to the District Human Resources office. The office is located at 325 Marion Avenue in Ben Lomond and is open from 7:00 am to 4:00 pm, Monday through Friday.

Please note that the Volunteer Application, proof of negative TB test or Risk Assessment within the last 4 years (if applicable) and fingerprint clearance (if applicable) need to be on file with the Human Resources Department before you can begin volunteering. The Human Resources Department or site office will notify you when you are cleared to volunteer. Fingerprinting is paid for by SLVUSD, but the cost of the TB Risk Assessment or testing is the responsibility of the volunteer if it is not obtained from our School Nurse on designated Volunteer Sign-up Days. Please contact your site administrator or the Human Resources Department at 831-336-5193 with questions.