

SCHOOL YEAR:

SAN DIEGO UNIFIED SCHOOL DISTRICT

2021-2022

SCHOOL VOLUNTEER APPLICATION

DATE _____ DISTRICT SPONSOR: **Stephanie Martin** SCHOOL **Green Elementary**

FULL NAME _____

(FIRST) (MIDDLE) (LAST)

ADDRESS _____ DATE OF BIRTH _____

(STREET) (CITY) (ZIP) MO/DAY/YR

Gov Issued ID Type _____

HOME PHONE _____ E-MAIL _____ ID# _____

NOTIFY IN CASE OF EMERGENCY _____

(NAME) (PHONE)

CURRENT EMPLOYMENT _____

(EMPLOYER'S NAME) (ADDRESS) (PHONE)

VOLUNTEER EXPERIENCE _____

PERSONAL REFERENCE _____

(NAME) (ADDRESS) (PHONE)

Please check whether you are a new or returning SDUSD volunteer, New Returning

Are you also a volunteer at another SDUSD school? YES NO

If yes, please indicate the school(s): _____

Do you have any criminal charges pending against you? YES NO

Have you ever been convicted* of a felony or misdemeanor? YES NO

Have you ever been convicted* of a sex, drug or weapon related offense? YES NO

Are you required to register as a sex offender under Penal Code 290.95? YES NO

*Conviction includes a finding of guilty by a court in a trial with or without a jury or a plea or verdict of guilty.

If "YES," please explain: _____

I agree to follow ALL COVID-19 health and safety protocols, complete the daily screening requirements or ClearPass, and wear a face mask. YES NO

Parent Volunteers: Please check whether you plan to drive for a field trip during the school year, YES NO

Please list the name(s) of your child(ren): _____

For security reasons, a background check will be conducted by school site staff and/or SDUSD School Police Services. Volunteer assignments may be terminated if service is unsatisfactory or no longer needed by the school district. You may not volunteer if you are required to register as a sex offender under California law.

I give my permission to have my personal and professional references researched and hold the district and any individuals providing the district with information harmless. By signing my name below, I declare under penalty of perjury, that all the information on this application is true and correct. I also declare that I have read and agree to follow the "Volunteer Code of Conduct."

Volunteer Signature: _____ Date: _____

TO BE COMPLETED BY VOLUNTEER COORDINATOR:

TB test completed (Date): _____

Volunteer category (check appropriate box and indicate date cleared):

- Category B Megan's Law database check - cleared _____
- Category C SDUSD School Police background check - cleared _____
- Category D Fingerprinting - cleared _____

Type of volunteer (check if appropriate):

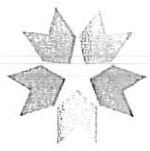
- Parent OASIS Volunteer
- Community Rolling Reader/EAR CalWORKS
- Partner College Student Other _____

Volunteer service ended (date): _____

Reason for leaving:

- Child no longer at school
- Moved Illness
- Employment Requested to Leave
- Other: _____

VOLUNTEER APPLICATIONS SHOULD BE FILED AT THE SCHOOL SITE WITH TB AND BACKGROUND CLEARANCE DOCUMENTATION AND SAVED FOR 3 YEARS



VOLUNTEER CODE OF CONDUCT

(This document defines the district's expectations for all school volunteers.)

As a volunteer, I agree to abide by the following code of volunteer conduct:

1. Immediately upon arrival, I will sign in at the main office or the designated sign-in station.
2. I will wear or show volunteer identification whenever required by the school to do so.
3. I will use only adult bathroom facilities.
4. I agree to never be alone with individual students who are not under the supervision of teachers or school authorities.
5. I will not contact students outside of school hours without permission from the students' parents.
6. I agree not to exchange telephone numbers, home addresses, e-mail addresses or any other home directory information with students for any purpose unless it is required as part of my role as a volunteer. I will exchange home directory information only with parental and administrative approval.
7. I will maintain confidentiality outside of school and will share with teachers and/or school administrators any concerns that I may have related to student welfare and/or safety.
8. I agree to not transport students without the written permission of parents or guardians or without the expressed permission of the school or district and will abide by District Administrative Procedure# 4586 when transporting students.
9. I will not disclose, use, or disseminate student photographs or personal information about students, self, or others.
10. I agree to follow the district procedure for screening of volunteers.
11. I agree to notify the school principal if I am arrested for a misdemeanor or felony sex, drug or weapon related offense.
12. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.

I agree to follow the Volunteer Code of Conduct at all times or cease volunteering immediately.

Print Name

Signature

Date

Phone Number

DRIVERS AUTHORIZATION FORM

INSTRUCTIONS TO DRIVERS OF PRIVATE VEHICLES AND SIGNATURE FORM TRANSPORTATION FOR FIELD TRIPS AND TO SCHOOL EVENTS

Instructions for parents and students who use their cars or other vehicles to transport other students on field trips, or to and from school events:

1. Make sure that you have a valid driver's license and TB test. **COPY MUST BE ON FILE IN THE SCHOOL OFFICE.**
2. Check safety of the vehicle: tires, brakes, lights, horn, suspension, etc. A safety check of the type conducted by the California Highway Patrol is recommended. Also, the School Safety Division of the San Diego Police Department can be of assistance.
3. Check the adequacy of your liability insurance. You are liable in the event of illness, accident, injury, or death resulting from such use of your vehicle. State law says that "all persons making any field trip or excursion shall have been deemed to have waived all claims against the district (its employees) or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion" (ED Code 35330). **COPY MUST BE ON FILE IN THE SCHOOL OFFICE.** The district requires \$100,000-\$300,000 worth of liability coverage.
4. Carry only the number of passengers for which your vehicle was designed. The number of occupants in a sedan, passenger vehicle, station wagon, or van, including the driver, may not exceed ten (Ed. Code 39830). Each passenger is required to use a safety belt Vehicle Code 27315).
5. The number of occupants in a pickup or motor-truck may not exceed more persons than can safely sit behind in the passenger compartments. Motorhomes may not be used to transport students. Students are expressly forbidden to ride in the cargo area of pickups or motor-trucks whether or not these areas are enclosed by camper shells or other protective covering. (Ed. Code 39830).
6. Travel caravan style if more than one vehicle is used for the trip.

I acknowledge have read the above information and hereby verify that I do have a valid driver's license, vehicle insurance, and TB test on file at the school office.

Signature

Phone Number

Print Your Name

Date

Child's Name

Room