



Cutler-Orosi Joint Unified School District Volunteer Application

Important Note: The Board requires that all volunteers be subject to a background/criminal records check through the California Department of Justice (DOJ) and the FBI for the safety and security of our students. Allow 10 days for verification at the District Office **PRIOR** to the start of the activity. The District reserves the right to limit the number of volunteers. The District also reserves the right to place volunteers in places where and when their service is needed. Please contact the Personnel Department for further information.

Print full name: _____ Today's date: _____

Other names used: _____

Address: _____ City: _____ Zip code: _____

Phone: _____ Message phone: _____ Date of birth: _____

Driver's license number or other picture ID: _____ **Attach a copy of Driver's License/ ID**

I am a new volunteer. Yes No Were you an active volunteer last year? Yes No

Do you have a current clear TB test (must be within the last 60 days and renewed every 4 years)? Yes No

I have children in (school): _____ Teacher(s): _____

Name(s) of children: _____

What are you volunteering to do? Classroom help (non-instructional) Classroom instruction (requires test)
Sports program Chaperone (trips, dances, etc.) Other Describe: _____

Give a brief description of service you will perform: _____

How long/often will you volunteer? One time event Weekly Once per month

Notify in case of emergency – Name: _____ Phone: _____

▶ Are you currently or have you been an employee or substitute employee of the District? Yes No

▶ Are you a registered sex offender? Yes No
Education Code 35021 provides that a person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a volunteer.

▶ Have you ever been convicted of a felony or misdemeanor? Yes No
If you answered "Yes" to the above question, please attach a separate page explaining the conviction, its date, where and what happened and the result of the case. Convictions include diversionary offenses, or other offenses that have been plea-bargained, or for which you have pleaded no contest. *A conviction may not necessarily disqualify you from serving as a volunteer in our District.* Failure to reveal convictions is grounds for immediate termination. Cutler-Orosi Joint Unified School District policy does not allow persons convicted of sex offenses and serious or violent felonies to serve as volunteers. For any other conviction, the Superintendent or designee has the discretion to deny volunteer service depending on the nature of the conviction as it relates to the volunteer's suitability and duties.

I declare under the penalty of perjury under the laws of the State of California that the above information is true and correct. I certify that I have read, understand, and will comply with District's Requirements and Expectations for all volunteers as provided on the reverse of this form and in District policy and regulations. I understand that if the information I provided is not accurate, my volunteer services will be terminated. I authorize the Cutler-Orosi Joint Unified School District to conduct a criminal background check as a condition of volunteering. I further fully release and agree to hold harmless, defend, and indemnify the Cutler-Orosi Joint Unified School District, its elected officials, officers, agents, employees and volunteers, from any and all liability related to this background check. For the purposes of this release, "liability" means all claims, demands, losses, causes of action, suits or judgments of any kind and every kind that arise as a result of the above named activities and resulting from any cause other than gross negligence. Volunteer service may be terminated if service is unsatisfactory or no longer needed.

Prospective volunteer's signature: _____ Date: _____

Principal's signature: _____ Date: _____

For Office Use Only: School Year _____

DOJ _____ FBI _____ TB _____ Approved _____ Denied _____ Entered _____

CUTLER-OROSI JOINT UNIFIED SCHOOL DISTRICT

VOLUNTEERS - EXPECTATIONS AND REQUIREMENTS

The Governing Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students.

1. Each volunteer is required to complete the District Volunteer Application Form. The completed form must be on file with the District office **prior** to commencement of service. This form includes a requirement for disclosure of any prior criminal convictions. Failure to provide complete and accurate information will result in immediate dismissal.
2. A new Volunteer Application Form is required each year. A new badge will be issued each year.
3. Each volunteer is required to complete a background fingerprint clearance with the California Department of Justice (DOJ) and the FBI. Fingerprints are “good” for the duration of “uninterrupted” volunteering in the District.
 - a. Education Code 35021 provides that a person who is required to register as a sex offender pursuant to Penal Code section 290 shall not serve as a volunteer. Cutler-Orosi Joint Unified School District policy does not allow persons convicted of serious or violent felonies to volunteer or to serve as chaperones for field trips, dances, or any other school activity.
 - b. For any other conviction, the Superintendent or designee has the discretion to deny volunteer service depending on the nature of the conviction as it relates to the volunteer’s suitability and duties.
4. Volunteers shall act in accordance with District policies and regulations and any site requirements.
5. Volunteers shall follow any directions given by the school site principal and other employees.
6. Volunteers must sign in and out in the school site office each time they volunteer.
7. No volunteer will be allowed to provide supervision or instruction to students without proof of a TB examination within the past 60 days indicating that she/he is free of active tuberculosis. Each volunteer must keep his/her TB test up-to-date (renewed every four (4) years). The cost for the TB testing is at the expense of the volunteer.
8. Volunteers who provide instruction or supervision to students must show proof of basic skills proficiency.
9. Volunteers must strictly follow the school guidelines regarding discipline practices. Physical discipline is absolutely prohibited. Volunteers must ask the teacher for assistance with problematic student behavior.
10. Volunteers must report immediately to the principal any physical abuse or sexually exploitative behavior towards a student (even if it is by other students).
11. If a volunteer hears about or observes evidence of child abuse, he/she shall report the information to the site principal immediately. **Failure to do so will result in immediate dismissal.**
12. Volunteers must not lend money, contribute or solicit money for organizations while on school grounds.
13. Volunteers must not use a cell phone in the classroom or at any time around the students.
14. Each volunteer is expected to maintain confidentiality regarding each student and his/her family.
15. Volunteers must notify the principal of any accident they have on school grounds. A written form must be submitted to the principal within 24 hours.
16. Volunteers may request particular classroom(s), but it is up to the principal to decide where volunteers work and the length of time they are needed.