

Delano Union School District

Office of Rosalina C. Rivera, Superintendent

Department of Human Resources

Ricardo Chavez, Assistant Superintendent

1405 - 12th Avenue, Delano, California 93215

(661) 721-5000 x 00162 ~ Fax (661) 721-5014

VOLUNTEER INFORMATION FORM

The Delano Union School District recognized the tremendous positive impact that volunteers make enriching educational programs and greatly appreciates the contribution of your time and energy in this regard. In order to safeguard students, the following identifying and background information is required of all volunteers who work with and around students on District campuses.

School at which you wish to volunteer: _____
(A copy of this form must be filed at each school where you wish to volunteer.)

Name: _____ **Home Phone:** _____

Address: _____ **Cell Phone:** _____

Soc. Security #: _____

City, State, Zip: _____

Student(s) Name: _____ **Teacher Name:** _____

Yes No

☐ ☐ **Have you ever been convicted of or are you awaiting trial for any crime?**

If you answered yes to the above question, please attach a complete and accurate explanation of the circumstances to this form. An answer of yes will not necessarily disqualify you from volunteering. Any information provided in connection with a yes response will be kept confidential.

Dates or days volunteer services will be performed: _____

Brief description of services to be performed: _____

Identification: Please attach a copy of your Driver's License or other picture identification card.

CERTIFICATION

I hereby certify that all statements made on this form and any attachments are true and complete to the best of my knowledge and authorize investigation of all statements here in recorded.

Signature of Volunteer _____ **Date:** _____

Signature of Principal _____ **Date:** _____

(Principal please indicate the type of Volunteer Service by checking a box below)

Type of Volunteer: Type 1 ☐ Type 2a ☐ Type 2b ☐

Principal / District Office Use

_____ TB Clearance Submitted. TB Valid through _____

_____ Fingerprint Verification of Clearance Personnel Office Approval _____

NOTE: Volunteers may not provide services until this form is completed and on file in the Principal's office.

BP 1230, 1230(A), 1230B BP 1240(a) AR 1240(a), 1240(b), 1240(c)

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SCHOOL VOLUNTEER PROCEDURES

Volunteer help is defined as an adult providing help and performing duties at/or a school site without compensation.

Types of Volunteers

1. Parent Club or Special Event Volunteers

These volunteers provide assistance with snack bars, chaperone dances, help set up special activities, and other limited events or special occasions. They work with other volunteers, are supervised by certificated staff, and do not have direct responsibility for supervising students.

2. Classroom, Library, or Office Volunteers

These volunteers provide assistance in administrative or academic areas on a regular or frequent basis, such as a three-day-per-week library volunteer, daily assisting with a class, or a two-day-per-week office assistant. These volunteers generally fit into two categories:

A. Supervised, unlikely to be alone with students

- 1) Completion of a district volunteer information form that includes name, address and phone number, a brief description of service to be provided, a copy of Driver's License, and name of supervisor;
- 2) A valid tuberculosis (TB) clearance;
- 3) No volunteer may provide services until a volunteer information form and TB clearance are completed and on file with the Principal.

NOTE: District office clearance and notification are not required.

B. Unsupervised, likely to be alone with students

- 1) Completion of a district volunteer information form
- 2) A valid tuberculosis (TB) clearance
- 3) Fingerprints and record check
- 4) No volunteer may provide services unless and until the appropriate forms are on file with the Principal.

NOTE: District office clearance and notification are required. The Principal will submit a completed volunteer information form to the personnel office. The personnel office will process and verify the fingerprint requirement is met and return the form to be filed with the Principal.

BP 1230, 1230(A), 1230B

BP 1240(a)

AR 1240(a), 1240(b), 1240(c)