

# DELANO UNION SCHOOL DISTRICT

Office of Rosalina C. Rivera, Superintendent

Department of Human Resources

Dr. Jason Kashwer, Assistant Superintendent

1405 12<sup>th</sup> Avenue, Delano, CA 93215

(661) 721-5000 x 162 ~ 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: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

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

Date

\_\_\_\_\_ TB Clearance Submitted.

\_\_\_\_\_ TB Valid through \_\_\_\_\_

\_\_\_\_\_ Fingerprint Verification of Clearance

\_\_\_\_\_ Personnel Office Approval \_\_\_\_\_

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

BP 1230, 1230(a), 1230(b)

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.

##### 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)