

Volunteer Application Packet

Elk Grove Unified School District



9510 Elk Grove- Florin Road
Elk Grove, CA 95624
(916) 686-7795
www.egusd.net

Steps to Becoming a volunteer with EGUSD

Complete the EGUSD Volunteer Checklist

- Include the signed Volunteer Code of Conduct Form
 - Signed Volunteer Application from school site administrator
 - Complete Mandated Training on [Public School Works](#)
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- Once you email your application and mandated training certificates to Volunteerclearance@egusd.net, you will be emailed a link to schedule your Fingerprint appointment.
 - Once the background clearance is completed, EGUSD HR Compliance will review your completed packet and contact you and the designated school site(s) with permission for you to begin volunteer service.

**Fingerprint location:
9510 Elk Grove Florin Rd #103 A
Elk Grove, CA 95624**

Applicant must bring a valid* U.S. state issued photo ID to the fingerprint appointment along with your volunteer application - signed and approved by Site/Department administrator for your appointment to be honored.

**No exceptions will be made.
*ID cannot be expired.**

Elk Grove Unified School District



Thank you for showing interest in volunteering in Elk Grove Unified School District. Volunteers can play an invaluable role in our students' education and development. There are many ways to get involved. Our schools need volunteers to help with a variety of activities.

Our goal is to effectively and safely use parent and community volunteers. Board Policy and the Education Code require screening of all volunteers whether it is short-term, project-specific or ongoing volunteer work.

On behalf of the Board of Trustees and District Administration, thank you for sharing your valuable time to support the students and schools of Elk Grove.

Your efforts are greatly appreciated!

The EGUSD Volunteer Packet includes:

- Steps to Becoming an EGUSD Volunteer
- Definition of a Volunteer and a Visitor
- Volunteer FAQs
- Volunteer Application Form (Must be signed)
- Volunteer Code of Conduct (Must be signed)
- Volunteer Rules and Regulations - [Board Policy/Administrative Regulation 1240](#)
- [Board Policy 1313: Civility](#)

If you have any questions, please contact the HR Fingerprint department by emailing Fingerprinting@egusd.net.

WHAT IS A VOLUNTEER?

Parent Visitors do not have the same definition as a **Volunteer**

- A **volunteer** is defined as a non-paid individual who, with school District authorization, assists students, schools, or educational programs regularly. The service can be on a short-term, project-specific or on going basis. A volunteer is required to complete a Volunteer Application, sign a Code of Conduct, mandated trainings and **have a fingerprint/background check completed prior to rendering service.**
 - Examples of a volunteer include: a parent helping out in their child's classroom, a parent transporting students to a field trip, a parent/individual attending a field trip with students, a college student assisting with a class for credit, etc.
- A **visitor** is defined as an individual who, with District authorization, attends a student performance, special event, etc. A visitor does not need to have fingerprint clearance. A visitor is never alone with students.
 - Examples of a visitor include: a parent attending Open House, Back-to-School Night, a sporting event, an IEP Meeting, acting as a presenter for Career Day, visiting the classroom or lunchroom on a limited basis, etc.
 - A parent/guardian who visits their child at school on a regular basis and stays more than 15 minutes would be considered a volunteer
 - All visitors must sign in at the front office of the school site and wear a visitor identification badge at all times.

WHAT IS REQUIRED TO BECOME A VOLUNTEER?

The Elk Grove Unified School District sincerely appreciates your interest in serving as a volunteer to help our students and our schools. Your knowledge and skills can enrich the educational programs provided at the District. For the benefit and protection of students, volunteers, and others, state laws and District policies require the following:

- Volunteer working with students must be under the direct supervision of a District employee (Education Code Section 35021).
- Volunteers must work in the presence of EGUSD Staff
- Volunteers are covered by the District's Workers' Compensation Insurance (Labor Code Section 3364.5). Here is the [link](#) to the Risk Management site where additional forms and information can be found.
- Volunteers who will be driving students must also complete a volunteer driver form and provide proof of adequate vehicle insurance coverage. Here is the [link](#) to the Risk Management site where additional forms and information can be found.

WHO CAN I CONTACT IF I HAVE QUESTIONS?

Any questions about the volunteer application process, please contact Human Resources at fingerprinting@egusd.net

HOW DO I BECOME A VOLUNTEER?

The following documents must be on file with the Human Resources department prior to the beginning of your volunteer service.

- Volunteer Application (Enclosed)
- Fingerprint Clearance from both the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI)
- Volunteer Code of Conduct Form (Enclosed)
- Complete the Mandated Training on Public School Works

HOW DO I OBTAIN FINGERPRINT CLEARANCE?

Live Scan is completed at the Elk Grove Unified School District Robert Trigg Center at no cost to you.

We are located at:
9510 Elk Grove Florin Rd.
Elk Grove, CA, 95624

You can have your Live Scan done during our normal Fingerprint hours by appointment only. Please enter the front entrance and go to the Fingerprint Doors to the right.

WHERE DO I SUBMIT MY APPLICATION?

Once you have completed your application and mandated training, please submit your application to Volunteerclearance@egusd.net.

HOW LONG DOES THIS PROCESS TAKE?

This process can take up to 7-10 business days, provided that all information has been received. Please be aware that at times the Department of Justice has backlogs and there can be a 10 to 30 day delay in receiving fingerprint clearance.

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WHAT HAPPENS ONCE I AM CLEARED?

Human Resources maintains a roster of cleared volunteers, each site has access to this roster. Once the school site receives notification of your clearance, they will contact you to begin your volunteer service.

WHERE DO I REPORT TO VOLUNTEER?

Report to the assigned school office on the day of your volunteer service.

CONFIDENTIALITY AND REPORTING INFORMATION

- When you hear and observe things about students, families and staff while volunteering, it is imperative that you respect the confidentiality of that information. (Repeating a seemingly harmless comment can lead to misunderstandings). For schools to provide the best environment for learning, everyone's privacy must be respected.
- Volunteers are considered "mandated reporters" under California law.
Mandated reporters must report:
 - Cases of suspected infliction of physical or mental suffering on minor,
 - Cases of suspected physical injuries to minors by other than accidental means, and
 - Cases of suspected sexual molestation.

If you become aware of suspected child maltreatment, report your observations to relevant authorities.

- Volunteers function in a position of trust and the Elk Grove Unified School District does not extend that volunteer/student trust relationship outside of the supervised school environment. It is the responsibility of the volunteer to notify the site administrator immediately if he/ she becomes involved with a student/ family outside the EGUSD environment.



VOLUNTEER APPLICATION

Thank you for your time and interest in being an Elk Grove Unified School District volunteer. Volunteers are welcomed in our District and are valuable members of our learning community. As part of the pre-volunteer process, you are required to undergo a criminal background investigation and tuberculosis clearance. You are not authorized to volunteer on any campus until the mandatory requirements have been fulfilled. Thank you again for your support of our students!

PERSONAL INFORMATION

Last Name	First Name	Middle Initial	Birthdate
Address	City	State	Zip
Driver's License or ID No. (please attach a copy)			
Phone	SSN (Last 4 digits)	Email Address	
In Case of Emergency, notify:		Phone Number	

Please answer the following questions:

1. Have you ever pled guilty or "no contest" to, or been convicted of a criminal offense other than a minor traffic violation? <i>Please provide explanation below for a 'YES' answer</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. Have you ever been arrested for a drug or sexual offense or act of violence? <i>Please provide explanation below for a 'YES' answer</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3. Do you have any criminal charges pending against you? <i>Please provide explanation below for a 'YES' answer</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
**Please use this space below to explain any YES answers to the above questions (1, 2 or 3). You may use an additional sheet if needed.		

VOLUNTEER AREAS:

<input type="checkbox"/> Student Teacher/University Intern or Counseling Intern Associated Program: _____	<input type="checkbox"/> Student Mentor <input type="checkbox"/> Vendor & Name of Organization: _____
<input type="checkbox"/> Field Study Student School Site: _____	<input type="checkbox"/> Psychology Fieldworker <input type="checkbox"/> Other (identify)
<input type="checkbox"/> Parent (please list your school information below)	

Please indicate your school(s) of interest & if you have child(ren) attending, their names below:

School/Site	Student Name or N/A	Grade
School/Site	Student Name or N/A	Grade
School/Site	Student Name or N/A	Grade

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge and agree to have any of these statements checked by the District, unless I have indicated to the contrary. Furthermore, I release all parties and persons from any and all liability for damages that may result from furnishing such information to the District, as well as from the use or disclosure of such information by the District, or any of its agents, employees, or representatives. I understand that any misrepresentation, falsification, or material omission of information on this application may result in my failure to volunteer.

Signature of Volunteer _____
 Printed Name of Administrator _____
 Signature of Site Administrator _____

Date _____
 Date _____

Elk Grove Unified School District



VOLUNTEER CODE OF CONDUCT

The volunteer shall:

- Immediately upon arrival sign-in noting the time, sign-out noting the time and indicate the location(s) visited during the volunteer assignment(s).
- Be conscientious and concerned for the health and safety of students and staff.
- Be free of the influence and possession of alcohol or illegal drugs when with students on or off school grounds as defined in Board Policy 4020.
- Only use adult restroom facilities.
- Not use tobacco products throughout the District's buildings, grounds, or vehicles as defined in Board Policy 3515.3(a).
- Promptly notify the school administrator, Child Protective Services and local authorities if you observe, have knowledge of, or reasonably suspect that a child has been the victim of child abuse.
- Abide by [Board Policy 4119.24 Maintaining Appropriate Adult-Student Interactions](#) & [Board Policy 1313: Civility](#)
- Not take photos or videos of students or staff.
- Have no contact outside of school grounds with students unless authorized by the administration.
- Maintain confidentiality in and outside of school and share any concerns with the supervising teacher or school administration.
- Support the District, school, and classroom policies and programs.
- Promptly inform the teacher or school office when unable to attend or discontinuing to serve as a volunteer.
- Follow dress codes and act professionally.
- Not transport students without the written permission of parents/guardians or the express permission of the District.
- Not access the District network, e-mail system, or student records.

Printed Name: _____

Volunteer Signature

Date