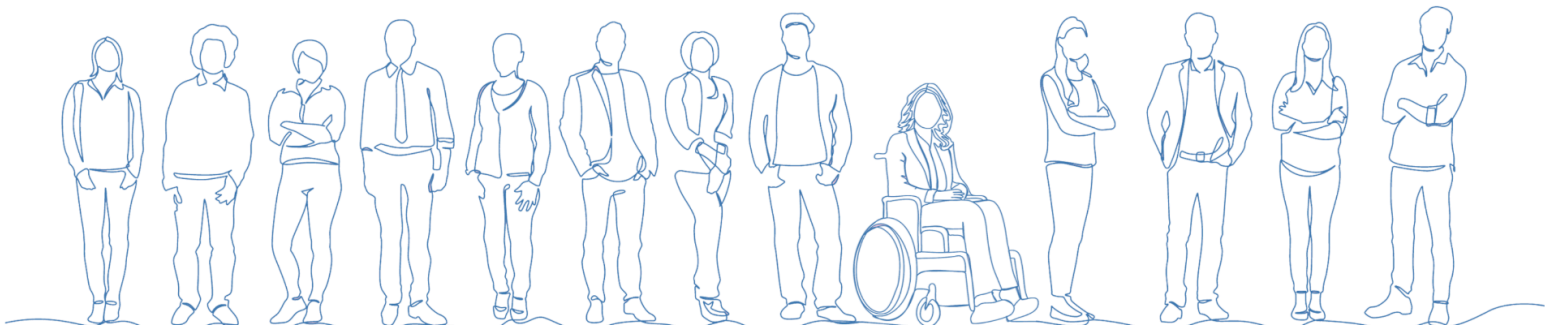




**San Ramon Valley
Unified School District**

**Volunteer Handbook
2025-26**



V O L U N T E E R S

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Welcome Message from the Superintendent

Our San Ramon Valley schools are known for a proud tradition of civic engagement and volunteerism. The contributions of volunteers are crucial to the ongoing success of our school district. We deeply appreciate your dedication to giving your time and sharing your talents to support the students and educational programs in SRVUSD, ensuring that all students thrive.

With over 30,000 volunteers registered in our volunteer management system, our SRVUSD volunteers truly enhance the educational experiences we provide for our students. We are so appreciative of the efforts and impact of our many volunteers within the [San Ramon Valley Council of PTAs](#) (SRVCPTA), as well as the financial support and volunteer engagement from the [San Ramon Valley Education Foundation](#) (SRVEF). Whether helping in classrooms and front offices, chaperoning field trips, assisting with extracurricular activities, participating in the Run for Education, and so much more, your efforts make a significant impact and are vital to our school district.

Thank you for becoming a volunteer. We value your partnership in helping us provide a positive educational experience that prepares our students to make a better world. Here's to a fantastic new school year!

Sincerely,
CJ Cammack



About SRVUSD

Located in the San Francisco Bay Area, San Ramon Valley Unified School District (SRVUSD) is one of the highest-achieving school districts in California. With approximately 29,000 students, the district encompasses the communities of Alamo, Danville, San Ramon, and a small portion of Walnut Creek and Pleasanton.

SRVUSD has been recognized at state and national levels with many [awards and achievements](#). The district is designated by The School Superintendents Association (AASA) as a Learning 2025 Lighthouse District because it serves as a model of positive change in public education and is committed to the whole child. Based on a foundation of academic excellence, SRVUSD's work is guided by the district's [Strategic Directions](#), and broadening the definition of success so all students can thrive. The district maintains graduation rates above 96%. The [Learner Profile](#) outlines the competencies the district aspires for students to possess upon graduation, preparing students to be Critical Thinkers, Creative Contributors, Intentional Collaborators, Adaptable Learners, and Effective Communicators.



Purpose of the Volunteer Program

Our volunteer program aims to engage our parents and caregivers in meaningful opportunities to support SRVUSD and its staff and students. Volunteers will work with teachers and staff to enhance the learning experience and provide support to benefit all students. By building and sustaining a robust volunteer program, we hope to foster strong school communities, encouraging family engagement and a shared investment in student success.

The intent of this handbook is to provide clear guidance regarding responsibilities, requirements, and expectations for volunteers. Additional information regarding volunteer assistance is contained in SRVUSD [Board Policy \(BP\) 1240](#) and [Administrative Regulation \(AR\) 1240](#) and [California State Assembly Bill 506](#). Volunteers are expected to follow all state and district policies and regulations.

SRVUSD has partnered with Be A Mentor, Inc. (BAM) to support the registration and screening process of school volunteers. Volunteers register online through a system hosted by BAM. This partnership allows us to more efficiently register school volunteers and significantly reduce the cost of fingerprinting. SRVUSD will maintain control of all information collected during the online registration process. All information is kept private and is used only by the school district.

Volunteer Program Contact Information

The volunteer clearance team can be reached at tcastelluccio@srvusd.net.

Please review the [Volunteer Program Frequently Asked Questions \(FAQs\)](#).



Volunteer Opportunities

Our volunteer program offers a multitude of opportunities to become more involved in your student's education, fostering better communication and stronger relationships between home and school. The opportunities include Library support, Office support, school events, classroom support, extracurricular activity support, field trip chaperones, and drivers for field trips and athletic events.



Definition of “Volunteer”

VISITOR vs VOLUNTEER

Review the categories below to determine which applies to you.

VISITOR

Visitor/Participant: No Clearance Requirements

- Attends a musical, drama, athletic, art, or academic event or assembly as a member of the audience
- Attends a PTA or Education Foundation Affiliate Meeting
- Attends school events at which parents are expected to supervise their own children (examples: Family Movie Night, Open House)
- Visits the school office for business
- Attends a parent-staff conference
- Attends an IEP or 504 meeting
- Presents at a Career Fair

VOLUNTEER

Level 1: Cleared for all events – does not include driving clearance

- Has direct contact with students under the supervision of district staff
- Assists in the classroom or other school activities
- Lunch Duty volunteers
- Speech/Debate judges
- Field trip chaperones (day trip and overnight)

Level 2: Cleared for all events – includes driving clearance

- Has direct contact with students under the supervision of district staff
- Assists in the classroom or other school activities
- Lunch Duty volunteers
- Speech/Debate judges
- Field trip chaperones (day trip and overnight)
- Field Trip Drivers/Athletic Team Drivers
- Please reference SRVUSD [AR 3541.1](#) for more detailed information about transporting students

Expectations of Volunteers

THE IDEAL VOLUNTEER WOULD:

- Be friendly, reliable, and flexible
- Enjoy working with children
- Have a good and professional attitude
- Have the ability to work cooperatively with school staff
- Have a good moral character
- Recognize that well-educated children are our greatest natural resource
- Feel a deep obligation as a citizen to support and help schools educate each child to their highest potential
- Already have, or are willing to learn, the skills that are needed to volunteer in schools
- Have time and a willingness to serve
- Understand and appreciate the work of school staff
- Find ways to establish a good rapport with students
- Use patience and kindness

VOLUNTEER EXPECTATIONS

As a volunteer, we expect you to:

- Sign in: Volunteers will sign in using the BAM kiosk in the front office immediately upon arrival at school
- Wear your badge: A printed ID badge will be worn at all times while volunteering on campus
- Respect confidentiality: All information regarding students, staff, and families is confidential and should not be shared outside the school setting
- Follow policies and procedures: All volunteers are expected to follow state and district policies and procedures, including those related to safety, communication, and behavior as outlined in your school's Student & Family Handbook
- Communicate effectively: If you have questions or concerns, please communicate them to the appropriate staff member
- Dress appropriately: Please dress appropriately for the volunteer activity, keeping in mind that you are representing our district
- Respect Privacy: Refrain from taking photos of students other than your own, unless an SRVUSD staff member has confirmed the student(s) has the appropriate releases on file
- Sign out: Volunteers will sign out in the front office before they leave campus

Every school site has a Be A Mentor (BAM) kiosk in the front office.

The first time you visit or volunteer at a school site, you will need to have a school site staff member scan your government-issued ID (e.g., driver's license) using the system.

Once your ID has been scanned or manually entered into BAM by school site staff the first time, you will be able to sign in to campus using the BAM kiosk each time you enter campus.

Volunteer Clearance Levels and Requirements

Please allow sufficient time for the completion of all requirements. Clearance can take between one week and 45 days to complete.

LEVEL 1

General School Volunteer, Day and Overnight Field Trip Chaperone (no driving)

Level 1 volunteers include volunteers in the classroom or other on-campus support and day/overnight field trip chaperones who are directly supervised at all times by SRVUSD staff.

Requirements include:

- Completion of the Volunteer Online Application
- Successful completion of a criminal background clearance through the FBI and Department of Justice; requires applicants to be fingerprinted at one of several local Livescan Locations.
- Completion of Mandated Reporter and Sexual Harassment Prevention training
- Applicant name search on the Sex Offender Registry
- TB Clearance Verification

*This level of clearance will allow you to act as a volunteer in classrooms, support campus activities and chaperone day field trips (as a non-driver). **Clearance typically takes 48 hours.***

LEVEL 2

General School Volunteer, Day and Overnight Field Trip Chaperone and Driver, Athletic Team Driver

Level 2 volunteers include volunteers in the classroom or other on-campus support, and day/overnight field trip chaperones and drivers who are directly supervised at all times by SRVUSD staff.

Requirements include:

- Completion of the Volunteer Online Application, including uploading an image of driver's license
- Successful completion of a criminal background clearance through the FBI and Department of Justice; requires applicants to be fingerprinted at one of several local Livescan Locations.
- Completion of Mandated Reporter and Sexual Harassment Prevention training
- Applicant name search on the Sex Offender Registry
- TB Clearance Verification
- Current Driving Report from the California DMV. The report verifies that each driving record has fewer than two driver violation points on it.
- Declaration of auto insurance. All drivers must maintain liability insurance of at least \$100,000/\$300,000 bodily injury and \$25,000 property damage per occurrence
- TB Clearance Verification

Tuberculosis (TB) Clearance Verification

California Education Code (EC) 49406

Tuberculosis Assessment/Examination: A volunteer in a school shall also be required to have on file with the school a certificate showing that, upon initial volunteer assignment, the person submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis.


Tuberculosis (TB) is a contagious disease that can be transmitted through the air, and it is important that we take all necessary precautions to prevent its spread. People can have and spread TB without knowing it. As part of our commitment to the safety and well-being of our students and staff, California Education Code requires ALL volunteers to provide documentation of TB clearance every 4 years.

Volunteers must upload TB clearance documentation when completing the volunteer application.

Submit **ONE of the following forms of TB clearance documentation** from a healthcare provider:

- TB risk assessment certificate of completion ([download form](#))
- Negative TB Skin test result*
- Statement from a healthcare provider that you are free of active TB infection

A TB skin test may NOT be recommended for individuals who have previously tested positive for TB and/or received a BCG vaccination against TB. Please consult your healthcare provider for further instruction.

 **Documentation needs to be from a licensed healthcare provider within the last three years and must include the date, volunteer's name, volunteer's date of birth, and the healthcare provider's contact information.**

If you have health insurance (other than Kaiser Permanente)	If you have Kaiser Permanente health insurance	If you do not have health insurance
You may contact your healthcare provider and request that they fill out the California School Employee Tuberculosis (TB) Risk Assessment Questionnaire for you.	You can complete the TB risk assessment questionnaire via your online health portal. Kaiser Permanente will provide further instruction for those needed testing and possible follow up care.	You can also locate community providers for testing if you don't have access to your own medical provider.

For questions regarding TB clearance, please email: tcastelluccio@srvusd.net.



Livescan Fingerprinting

In alignment with [California State Assembly Bill 506](#), effective July 1, 2025, all volunteers are required to be fingerprinted and cleared by the Department of Justice (DOJ) and FBI in order to be cleared by SRVUSD/Be A Mentor.

Once a volunteer has been fingerprinted via Livescan for SRVUSD/Be A Mentor*, they will not need to be fingerprinted again in future school years.

*Livescan results and information are specific to an organization. SRVUSD/BAM does not have access to fingerprinting results completed through other organizations. Therefore, you will need to complete Livescan fingerprinting for SRVUSD/BAM in order to be cleared to volunteer in SRVUSD, even if you have been fingerprinted previously for other organizations.

When submitting your Livescan fingerprints, be aware that SRVUSD Human Resources has full visibility to any history of arrest for a felony or misdemeanor, regardless of conviction outcome. If you have ever been arrested, you may be contacted by Human Resources to provide additional information. Sometimes this could delay or prevent a volunteer's clearance.

All applicants must first complete the Volunteer Clearance Application. Following completion of the application, volunteers will receive follow-up instructions regarding the process to complete fingerprinting, including the Livescan registration form.

For 2025–26, all applicants and volunteers—regardless of clearance level—will be responsible for covering the full cost of their Livescan fingerprinting through a service provider of their choice.

In addition to the fingerprinting fee, which is paid directly to the Livescan provider at the time of service, BAM will collect a \$25 processing fee from each applicant or volunteer. Be a Mentor will waive this \$25 processing fee from June 1 through June 30, 2025. Since rolling fees vary by provider, we recommend contacting your preferred Livescan location for specific pricing. BAM will provide a list of approved providers.



Driver Transportation Form & Proof of Auto Insurance

Driving on field trips or to/from extracurricular activities such as athletics and band competitions:

In order to drive on field trips or transport students to/from extracurricular activities such as athletics and band competitions, a volunteer must **select Level 2** when applying to volunteer.

Volunteers transporting students in their own cars should be aware that their personal automobile insurance has sole responsibility in the case of any accident. School/district insurance does not cover the use of private vehicles; therefore, it is required that volunteer drivers have adequate insurance before transporting any student.

Level 2 volunteers must complete the online application and provide uploads of their **driver's license** and **auto insurance coverage Declaration Page** to be cleared to transport students in a private vehicle.

Minimum liability insurance requirements:

- Bodily injury
- at least \$100,000/\$300,000
- Property damage at least \$25,000

The applicant's personal auto insurance coverage Declaration Page may be uploaded when completing the 2025-2026 SRVUSD Volunteer Clearance Application.

Please note: Insurance policies often expire during the school year. Level 2 volunteers should be prepared to submit updated insurance policy documentation upon expiration of the policy currently on file at the school site.

Can a student drive themselves to a school-sponsored activity?

Yes, in some instances. Please see SRVUSD [AR 3541.1](#) and [BP 6153](#) for specifics. Students must possess a valid California driver's license, complete all necessary paperwork for the field trip, must have pre-approval, and the trip must occur within 25 miles of school district boundaries.

Can a student drive other students to a school-sponsored activity?

No, a student cannot drive other students to school or athletic events/activities.

Completing the Volunteer Clearance Application

[Complete the Be A Mentor Online Application](#)

WHAT YOU NEED TO APPLY:

- Tuberculosis (TB) Clearance Documentation (all volunteer levels)
- Driver Transportation Form (Level 2 volunteers only)
- Auto Insurance Coverage Declaration Page (Level 2 volunteers only)
- All volunteers must complete the application process and receive notification of clearance before they can begin volunteering.

IMPORTANT REMINDERS:

- The information a volunteer enters on the application must match their government-issued identification card, including their full legal name.
- A volunteer must provide a valid email address in order to be notified of the status of their application and for future communication.
- All information collected on the application will remain confidential and will not be shared outside the volunteer program.
- The application should be filled out using a laptop or desktop computer, not a mobile device.
- Volunteers should allow about 10– 15 minutes to complete the application, and it is strongly suggested that you complete it in one sitting.
- You can save the application and return to it, but you will need to remember your password. If the application is saved and not submitted, the password can't be retrieved or reset by the volunteer, and you will need to contact BAM directly to retrieve the password.
- The volunteer clearance application may only be submitted one time per volunteer.
- Volunteers should select their clearance level — Level 1 or Level 2 — based on their anticipated volunteer activities for the 2025–26 school year.
- To change your volunteer clearance level or help with questions, email Tami Castelluccio at tcastelluccio@srvusd.net

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