



# Oxnard School District

1051 South A Street, Oxnard, California 93030 ~ (805)385-1501 ~ www.oxnardsd.org

## Use of Volunteers Request Form

**Please note that these are the things that as a volunteer you may NOT do:**

Reinforce instruction to individuals or small group of students. Prepare materials for classroom and instructional use; administer, correct or record test results. Maintain student's profiles and other records. Set up work areas, displays or exhibits. Distribute or collect papers or supplies. Record grades, take roll, or maintain records or files. Translate: written material from English to a second language or from that language into English. Translate: Interpret and facilitate communication between staff and non-English to a second or parents. Perform clerical job duties; copies, make phone calls or take messages, schedule meetings, first aide, data input, faxing or use the copy machine.

Start Date: \_\_\_\_\_ Estimated Duration: \_\_\_\_\_

Description/Work/Activity (Must be specific): Please attach paper if needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Days: \_\_\_\_\_ \*Hours: \_\_\_\_\_ \*Volunteers may not volunteer more than 3 hours per day, 3 days per week

### FOR HUMAN RESOURCES OFFICE USE ONLY

_____	_____
CSEA President / Designee	Date
_____	_____
CSEA Job Family Representative	Date
_____	_____
Human Resources Administrator	Date

Article 23.3.7 At least fifteen (15) days prior notice must be given to the Director of Classified Personnel through use of the "District Use of Volunteers Request Form" by the requesting administrator or classified manager. The use of a volunteer must be approved by obtaining the signatures of the CSEA President/Designee, a Human Resources Administrator and the affected job family representative on the form before the shall be held as soon as possible in an effort to resolve the concerns. The fifteen (15) day time frame can be reduced by mutual agreement of the CSEA President/Designee and Director of Classified Personnel. 7-19-07: sg Rev. 10/3/17

#### Human Resources Office Use Only

Must be 21 years of age  Yes  No  
Valid CA Driver's License or CA ID  Yes  No  
DOJ/FBI Cleared  Yes  No  
Negative TB  Yes  No  N/A  
Megan's Law Cleared  Yes  No  
Sexual Abuse Training  Yes  No  
TDAP, MMR, Flu Shot  Yes  N/A(Pre-K only)  
COVID Vaccine/Booster:  Yes  No  
Sign Volunteer Code of Conduct:  Yes  No

Sports Coaches Only:  
Current First Aid Expires \_\_\_\_\_  
Current CPR/AED Expires \_\_\_\_\_  
Concussion  Yes  No (Every 2 yrs)  
Sudden Cardiac Arrest  Yes  No (Every 2 yrs)  
Code of Conduct and Expectation for Coaches  
 Yes  No

Tech Name: \_\_\_\_\_ Logged to Master List: \_\_\_\_\_ (initials)