

\*Form must be completed each school year and for each site.  
\*Fingerprinting is required for supervision of activities.  
\*Volunteer activity and academic coaches complete a Volunteer Coach contract.

E (1) 1240

## Visalia Unified School District VOLUNTEER APPLICATION FORM

SCHOOL \_\_\_\_\_

NAME \_\_\_\_\_

Last First Middle

HOME ADDRESS \_\_\_\_\_

City Zip

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ email \_\_\_\_\_

CA Driver's License, CA ID, or Passport Number \_\_\_\_\_

Emergency Contact Name(s) \_\_\_\_\_ Relationship \_\_\_\_\_

Emergency Contact Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Do you have a child or children in the school?  Yes  No

My child or children's names are \_\_\_\_\_

Child or Children's grade level and teacher(s) \_\_\_\_\_

Dates of Service: \_\_\_\_\_ Times of Service \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Days of Service:  Monday  Tuesday  Wednesday  Thursday  Friday  Others – Explain

What Service is to be performed by volunteer? \_\_\_\_\_

Will this service involve driving a personal vehicle, transporting students, and/or pulling a trailer?

Yes  No

If yes, please explain: \_\_\_\_\_

Are you currently a regular or substitute employee of Visalia Unified?  Yes  No

Have you ever been employed by the Visalia Unified School District?  Yes  No

**NOTICE: A person who is required to register as a sex offender shall not serve as a volunteer.**

I have completed the above information truthfully and have read, understand, and will comply with district requirements and expectations for all volunteers. I authorize the Visalia Unified School District to conduct a criminal background check of school volunteers as permitted by law.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR DISTRICT USE ONLY

Cleared [www.nsopw.gov](http://www.nsopw.gov)  Yes  No

Principal's Approval \_\_\_\_\_ Date \_\_\_\_\_

HRD Approval \_\_\_\_\_ Date \_\_\_\_\_

Notes \_\_\_\_\_

## Visalia Unified School District EXPECTATIONS AND REQUIREMENTS FOR VOLUNTEERS

1. The Governing Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students.
2. Volunteers shall act in accordance with district policies and regulations, as well as individual site requirements.
3. Each volunteer is required to complete the District Volunteer Application Form, and the completed form must be on file in the principal's office and the Human Resources Department prior to commencement of service. This form includes a requirement to disclose any prior criminal convictions. Failure to provide accurate information will result in immediate dismissal. Fingerprint Clearance is required for supervision of activities.
4. TB assessment and/or testing is required to supervise activities or to instruct students. TB testing is at the expense of the volunteer.
5. Each volunteer is expected to maintain confidentiality regarding each student and family.
6. If volunteers hear about or observe evidence of child abuse, volunteers will report the information to the site principal or designee immediately.
7. Education Code 35021 provides that a person who is required to register as a sex offender pursuant to Penal Code section 290 shall not serve as a volunteer.
8. Registered sex offenders cannot serve as volunteers.
9. If no criminal background check or fingerprinting has been completed and reviewed, the volunteer will not be allowed to be alone with children.
10. Volunteers understand that their service as a volunteer may be terminated at any time for any reason.

I have read and understand the information above. I agree to follow these guidelines.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

School Site \_\_\_\_\_

# Visalia Unified School District CRIMINAL HISTORY DECLARATION FOR VOLUNTEERING AT SCHOOL

The District wants to encourage parents and others to volunteer their time and service to the District and our children. The District appreciates the donation of your time. The District also desires to ensure a safe school environment for our children. In order to accomplish this objective, the District feels it is necessary to prevent those individuals, who are register as sex offenders, who have been convicted of a violent felony or has some other inappropriate criminal conviction, from volunteering in our schools.

Education Code Sections 35021 and 35021.1 prohibits persons who are required to register as sex offenders under Penal Code Section 290 from volunteering in public schools. Penal Code Section 290.95 requires all persons who are required to register as sex offenders to report such status when applying for or accepting a volunteer position in schools.

Are you a registered sex offender?

Yes       No

Have you ever been convicted of any felony or misdemeanor?

Yes       No

Have you ever been convicted of a felony or misdemeanor for any drug offense?

Yes       No

Have you ever been convicted of a felony or misdemeanor for any violent offense?

Yes       No

Have you ever been convicted of a felony or misdemeanor for any sexual offense?

Yes       No

Have you ever been disciplined in your employment, arrested or involved in a situation in which your conduct was questionable as it relates to children?

Yes       No

*IF YOU ANSWERED YES TO ANY OF THE ABOVE, PLEASE ATTACH AN EXPLANATION OF THE NATURE, DATE, LOCATION, AND DISPOSITION OF THE CASE(S), RELATED TO THE CONVICTION. A CONVICTION MAY NOT NECESSARILY DISQUALIFY YOU FROM VOLUNTEERING.*

*I declare under penalty of perjury under the laws of the State of California that I have not been convicted of a crime that requires me to register as a sex offender, and if I am subsequent to this date convicted of such a crime, I agree to immediately notify the Visalia Unified School District of such conviction. I further understand that if the information I have provided is not accurate, my volunteer services will be terminated.*

Executed on \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_, California.

\_\_\_\_\_  
Name (print) Signature

*The Visalia Unified School District reserves the right to conduct a criminal background check of school volunteers as permitted by law.*