



HUSD VOLUNTEER PACKET

AR 1240(b): Before authorizing any person to serve as a volunteer, a fingerprint background check with the DOJ/FBI, will be conducted by the Human Resources Department.

All volunteers in child care and development programs shall be fingerprinted for criminal record clearance.

Volunteers accompanying students in field trips or overnight trips must be fingerprinted.

Under no circumstances, shall any non-fingerprinted volunteer have unsupervised access to students.

Made in Hayward



HUSD VOLUNTEER PROCEDURE

We thank you for your interest in becoming a Hayward School Volunteer. Volunteers can serve an important role in our schools and we welcome you.

We must screen volunteers carefully because our students come first in Hayward. Before you receive an assignment, there are a few important steps and forms that must be completed.



1

Complete and return the Volunteer Application Packet to the Office Manager at your school site.

2

Get a TB risk assessment and return the results to the Office Manager at your school site. NOTE: Assessments must be done within the past 60 days and are valid for 4 years.

3

Once the completed application is approved by the school administrator, you will receive the Fingerprint Authorization Form. You will then contact the Parent Resource Center (or Hub) to schedule an appointment for fingerprinting.

4

Here is what to expect at your fingerprinting appointment:

- *The appointment should take 15-30 minutes*
- *You must have a signed Fingerprint Authorization Form*
- *You must have acceptable form(s) of identification*
- *You will be photographed for your volunteer badge*
- *The charge for fingerprint processing is \$61.00 (ONLY personal checks and money orders are accepted)*

5

The Volunteer Application and fingerprinting results will be forwarded to the District's Human Resources Department. Human Resources will notify the principal (or designee) whether the prospective volunteer meets the requirements for volunteer service.

6

The principal or designee will notify you when you are approved to volunteer and provide you with your volunteer ID badge.

NOTE: you are NOT permitted to volunteer in any capacity in the District until you receive this notification.

7

All volunteers, including parents visiting the site, are required to sign in and out in the visitor/volunteer log book located in the main office at each school site. All approved volunteers are also required to have their ID badges in plain sight when on campus.

We look forward to developing a productive and rewarding relationship between you, the teachers and the students of Hayward's public schools.

If you need additional help, please don't hesitate to contact the Parent Resource Center at (510) 723-3857 extension 34102 or 34201.

Volunteer Application – Hayward Unified School District (H.U.S.D)

Name: _____
Last First M.I.

Address: _____ **City:** _____ **Zip:** _____

CA Drivers License #: _____ **E-Mail Address:** _____

Home Phone: (____) _____ **Work Phone:** (____) _____ **Cell :** (____) _____

Group Name: _____ **Date of Birth:** ____/____/____

Are you a: **Relative of an HUSD student (student(s) name: _____)**
 Youth Volunteer

School/Program where you want to volunteer: _____

Teacher’s name and/ or room number: _____

1. Do you have a volunteer assignment in mind? Do you prefer a specific age group? Do you have any special skills (such as computers, dance, music) that you are willing to share?

2. What is your current employment status?
 Employed full or part time Student Retired Working in home Other

 If employed, who is your employer? _____
3. What is your highest level of education completed?

4. What is the emergency contact name and phone number we should contact in case of an emergency?

- Demographics (Optional)**
- Female Male
- Ethnic Group**
- African American
 Asian Pacific Islander
 Caucasian
 Latino
 Multi-Racial
 Other

Volunteer Declaration

I hereby certify that all statements made in this application are true, and I agree and understand that misstatements or omissions of materials or facts herein may forfeit my rights to volunteer and H.U.S.D. may immediately cease allowing me to perform voluntary services, without notice. In seeking to be accepted as a volunteer to perform services at any school, playground or activity that I hereby declare under penalty of perjury that any information provided is true and correct. I understand that my volunteer assignment may be terminated at any time.

I hereby agree to indemnify and hold harmless the Hayward Unified School District from any and all claims, causes of action, suits, action, damages, losses or liability arising out of volunteering or termination of my volunteer services rendered to H.U.S.D.

Volunteer Signature: _____

Date: _____

Volunteer Commitments and Policies

- I will perform only the duties described by the job described by the job description and/or my school site supervisor.
- I will always work with students in a location that is supervised by school site personnel and will notify the supervisor if I am ever asked to work in an unsupervised setting.
- I will follow school rules and behave appropriately when with students on and off school grounds. I will support school policies and curriculum.
- I will honor confidential information.
- I will not be on school grounds apart from my assigned volunteer job times unless I make other arrangements with the school administration.
- I will be free of the influence of alcohol or illegal drugs when with students on or off school property.
- I will never purposefully endanger the life or health of a student.

I have read the above commitments and policies. I understand that I may be dismissed as a volunteer if I violate any of them.

Volunteer Signature: _____

Date: _____



LIVE SCAN FINGERPRINTING INFORMATION

Once you have been authorized by the administrator at your school site, please contact the Parent Resource Center to make your LiveScan Fingerprinting appointment.

Hayward Unified School District
Parent Resource Center, HUB
24823 Soto Road, Room 15
Hayward, CA

By Appointment Only

(510) 723-3857

Extension 34102 or 34201

You must bring with you:

- Singed Fingerprint Authorization Form from the site
- Payment of \$61.00 (see fee schedule below)
We only accept personal checks and money orders (payable to HUSD)
- Valid Photo I.D. (see next page for acceptable forms of I.D.)

Fee Schedule:

DOJ Clearance:	\$32.00
FBI Clearance:	\$15.00
Rolling Fee:	<u>\$14.00</u>
Total	\$61.00

FAQ's

I've been fingerprinted before by a different agency/employer. Can you use those results?

No, the Department of Justice requires each LiveScan applicant be re-fingerprinted with every new application. For your privacy protection, your background information cannot be shared between agencies.

How long will it take for the District to receive the results?

This is solely dependent on the Department of Justice. Results may be returned within as little as 24 hours but may take more than 30-days. Please plan accordingly and allow at least 2 weeks for processing. There is not an option for expedited service.



ACCEPTABLE FORMS OF IDENTIFICATION FOR LIVE SCAN SERVICES

In compliance with CA Penal Code Section 11102.1 we are mandated by the Department of Justice to accept only current, valid, and unexpired picture identification as listed below.

Acceptable **Primary** forms of photo identification include any of the following:

- California Driver's License
- Department of Motor Vehicles Identification Card
- Out-of-State Driver's License

Acceptable **Secondary** forms of identification include any of the following:

In the absence of the above *primary* form of ID, we may accept the following **only when supported by at least TWO of the supplemental documents noted below:**

- State Government Issued Certificate of Birth
- U.S. Active Duty/Retiree/Reservist Military Identification Card (000 10-2)
- U.S. Passport
- Federal Government Personal Identity Verification Card (PIV)
- Department of Defense Common Access Card
- U.S. Tribal or Bureau of Indian Affairs Identification Card
- Social Security Card
- Court Order for Name Change/Gender Change/Adoption/Divorce
- Marriage Certificate (Government Certificate Issued)
- U.S. Government Issued Consular Report of Birth Abroad
- Foreign Passport with Appropriate Immigration Document(s)
- Certificate of Citizenship (N560)
- Certificate of Naturalization (N550)
- INS I-551 Resident Alien Card Issued Since 1997
- INS I-688 Temporary Resident Identification Card
- INS I-688B, I-766 Employment Authorization Card

When using a **Secondary** form of ID, at least **TWO** of the following **Supplemental** documents must be presented:

- Utility Bill (Address)
- Jurisdictional Voter Registration Card
- Vehicle Registration Card/Title
- Paycheck Stub with Name/Address
- Jurisdictional Public Assistance Card
- Spouse/Parent Affidavit
- Cancelled Check or Bank Statement
- Mortgage Documents

When supplemental documentation does not support the validation of the original identification documents, then we will not accept the form of identification and will not fingerprint the applicant.



VOLUNTEER AUTHORIZATION FORM
*You must complete this form before making a
fingerprinting appointment.*

Please refer to the Live Scan form for more information about obtaining an appointment, requirements and related costs. **It can take from 7 to 14 days to receive authorization.**

DATE: _____

VOLUNTEER NAME: _____

RELATIONSHIP TO STUDENT: _____

STUDENT'S NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER: (_____) _____ - _____

SCHOOL NAME: _____

VOLUNTEER'S SIGNATURE: _____

This section **MUST** be completed before obtaining an appointment:

School Office Use <u>ONLY</u>	
TYPE OF IDENTIFICATION: _____	IDENTIFICATION NUMBER: _____
TB TEST DATE: _____	
SIGNATURE: _____	PRINT NAME: _____
PHONE: _____	JOB TITLE: _____

Fingerprint Processing
APPOINTMENT REQUIRED
Parent Resource Center
24823 Soto Road, Room 15, Hayward, CA
(510) 723-3857 x34102 or x34201