

Dear Prospective Volunteer:

The Alameda Unified School District appreciates your interest in serving as a volunteer. We are glad that you agree that educating children to help them reach their full potential is both an awesome and rewarding challenge. The time you spend volunteering with children and/or young people can have a huge impact on their self-esteem, behavior, academic achievement, and social development. Since the youth of today will be the leaders of tomorrow, it is incumbent upon all of us to promote and facilitate their success in every way possible.

As part of an overall scholastic experience for both you and your child, the ability to volunteer in your child’s classroom, on a field trip, at lunch time, study hall, etc. is inevitable. At some point in your child’s school years, your assistance will be needed and there are four different levels of volunteer service. Each level has different requirements as shown in the diagram attached.

- Classroom Assistance
  - Tutoring
  - Coaching
  - Fundraising
- Special Events/Field Trips
  - Mentoring
  - Provide Transportation
  - Meal Monitoring
- Clerical/Technology
  - Public Relations

Some individuals choose to interact directly with students “on the front lines” by volunteering in classrooms, tutoring, or coaching. Others choose to work “behind the scenes” in positions such as fundraising, public relations, etc., that benefit the entire District and students on a more global platform. Regardless of which form or direction your volunteer services take, your generosity in donating time, assistance, and/or expertise is very much appreciated. With the generous and caring support of volunteers such as yourself, the opportunities to meet the individual needs of each child are greatly increased.

Safety is one of our top priorities, and as such, we require all volunteers to complete the enclosed volunteer application. Please complete the application(s) in its entirety and return to the school site office for processing. If you are applying to volunteer in a coaching capacity, your paperwork will be forwarded to the Athletic Director for review.

If you have any questions regarding any aspect of the volunteer experience, please contact the site office staff for further information. On behalf of our students and staff, all volunteer assistance is deeply appreciated.

	App	TB	Site Admin Approval	Livescan	Driver Info	CPR	Coach Class
L1-Supervised	✓	✓*	✓	NA	NA	NA	NA
L2-Supervised & Unsupervised	✓	✓*	✓	✓	✓*	NA	NA
L3-Driving	✓	✓*	✓	✓	✓	NA	NA
L4-Coaching	✓	✓	✓	✓	✓**	✓	✓

\*Not required for one time occurrence.

\*\*Only required if driving duties will be performed in addition to the normal volunteer duties of an L2 or L4 volunteer.

**Volunteer Information/Agreement – School Site \_\_\_\_\_**

**Types of Volunteers (please check those that apply):**

<input type="checkbox"/> <b>L1: On Site Volunteer (Supervised)</b> -limited volunteer; - always supervised by staff	<input type="checkbox"/> <b>L2: On/Off Site Volunteer (Supervised &amp; Unsupervised)</b> -Field Trip Chaperone; -Ongoing site volunteer
<input type="checkbox"/> <b>L3: Driving</b> -Driving students; -Overnight Chaperone	<input type="checkbox"/> <b>L4: Coaching</b> -Athletic Activities (both On/Off site)

California Education Code Section 35021 requires school districts to screen school volunteers. In order to complete the screening, please provide the information requested below.

**To Be Completed by Volunteer**

Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver's License or ID #: \_\_\_\_\_

Student Name(s) \_\_\_\_\_

Relationship to Student: \_\_\_\_\_ Email: \_\_\_\_\_

**EMERGENCY CONTACT:** Name/Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

.Please read the below sections carefully and <b>initial each section</b> to confirm your understanding and agreement	
_____	Pursuant to Penal Code 290.95, when applying or accepting a position as a volunteer, I am required to disclose to school officials if I am a registered sex offender pursuant to Penal Code 290. Failure to disclose this fact could result in arrest, prosecution, fine, and/or imprisonment. By signature below, I declare under penalty of perjury, that (1) I am not a registered sex offender, pursuant to Penal Code 290, and/or do not have any related offenses pursuant to Penal Code 290.95 that require disclosure to school officials, and/or (2) I have not suffered convictions for sex or drug related offenses or for crimes of violence, and that there are no criminal charges pending against me, and/or (3) I have disclosed all relevant information applicable to and/or required by sections (1) and (2) to the District.
_____	If, subsequent to approval of this application and/or commencement of participation in volunteer activities, I am convicted of any crime or offense pursuant to Penal Code 290.95, I must notify the Site Administrator immediately and understand that I cannot commence and/or continue participation in volunteer activities.
_____	The District considers applicants for volunteer positions without regard to sex, race, age, religion, national origin, veteran or marital status, or any other legally protected status. The District may provide reasonable accommodation to qualified individuals with disabilities when it would not be an undue hardship.
_____	I hereby waive liability against the District for checking criminal background and references, and against persons or organizations providing such references for any statements made in relation to my proposed volunteer work at the District.
_____	I understand that I will not receive remuneration or other benefits as a result of participation in volunteer activities with the District except for workers' compensation insurance coverage as permitted by law.
_____	As a volunteer I understand that the school / District may terminate my volunteering at any time with or without cause.

I certify that the facts set forth in this volunteer application are true and complete to the best of my knowledge. I understand that any false statement, omission or misrepresentation in my application may result in the rejection of my application and discontinuation of participation in volunteer activities with the District.

Executed at (City) \_\_\_\_\_, California on (Month/Day) \_\_\_\_\_, (Year) 20\_\_\_\_\_.

Volunteer Signature \_\_\_\_\_

**Please be sure to include a copy of your driver's license, State I.D., Military I.D., or Passport**

**To Be Completed By Administrator -- School Site:** \_\_\_\_\_ **Referred by:** \_\_\_\_\_

**Sport / Assignment:** \_\_\_\_\_ **Authorized:** \_\_ Yes \_\_ No

**By signing this authorization, I verify I have completed a search for the volunteer applicant's criminal history in Megan's Law.**

**Authorized By Principal:** \_\_\_\_\_

**Date:** \_\_\_\_\_