



# TEMPLE CITY UNIFIED SCHOOL DISTRICT

## VOLUNTEER APPLICATION

School: \_\_\_\_\_ School Year: \_\_\_\_\_

Check One:  Parent at Child's School  Community-Other Adults  Student Fieldwork/ Observation Hours

TCUSD Employee  Mentor  Other: \_\_\_\_\_

New Volunteer  Returning Volunteer

Title:  Mrs.  Ms.  Mr.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone #: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work/Business \_\_\_\_\_

Email \_\_\_\_\_

***In case of an emergency, please call:***

Contact Name 1 \_\_\_\_\_ Contact 1 Phone \_\_\_\_\_

Contact Name 2 \_\_\_\_\_ Contact 2 Phone \_\_\_\_\_

Physician contact \_\_\_\_\_ Date of TB Clearance \_\_\_\_\_

Please list any health concerns: \_\_\_\_\_

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

I can serve:  Mornings  Afternoons  Any time of the day

Days of week I can serve:  Monday  Tuesday  Wednesday  Thursday  Friday

Maximum # of hours I can volunteer: \_\_\_\_\_ per week

Grade Level: \_\_\_\_\_

I would like to volunteer in the following areas:  Reading  English  Social Studies  Foreign Language  
 Art  Library  Other \_\_\_\_\_

I have completed the above information truthfully and have read, understand, and will comply with TCUSD requirements and expectations for all volunteers. Please note: A person who is required to register as a sex offender shall not serve as a volunteer.

Print Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

**FOR SCHOOL USE ONLY**

Verification of TB Clearance:  Yes  No

Fingerprinting Needed:  Yes  No

Megan's Law Database Clearance Date: \_\_\_\_\_

Level II Volunteer HR Clearance Date: \_\_\_\_\_

Completed forms:  School Volunteer Application  Criminal History Declaration  Expectations and Requirements

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_



# Temple City Unified School District Volunteer Guidelines

## CRIMINAL HISTORY DECLARATION

The Temple City Unified School District wants to encourage parents and others to volunteer their time and services to support the District and our children. The donation of your time is greatly appreciated. The District also desires to ensure a safe school environment for our children. In order to accomplish this objective, it is necessary to prevent those individuals who are registered as a sex offender or who have been convicted of a violent felony or other inappropriate criminal conviction from volunteering in our schools.

Education Code sections 35021 and 35021.1 prohibit persons who are required to register as a sex offender 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

**Are there any restraining orders in which you (or any of your family members) and any student(s) attending the school are involved?**

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.*

***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 Temple City Unified School District of such conviction. I understand that the District reserves the right to conduct a criminal background check of school volunteers as permitted by the law. I further understand that if the information I have provided is not accurate, my volunteer services will be terminated.***

***Executed on \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_, California.***  
*(date) (year) (city)*

\_\_\_\_\_  
*Print Legal Name*

\_\_\_\_\_  
*Signature*



# Temple City Unified School District

## VOLUNTEER EXPECTATIONS AND REQUIREMENTS

1. The Temple City Unified School District's Board of Education encourages parents, guardians and other members of the community to share their time, knowledge and abilities with our students.
2. To ensure the safety and well-being of our children, the District has developed several expectations and requirements for our volunteers. Safety is our first concern.
3. Each volunteer is expected to complete the District Volunteer Application Form. The completed form must be on file in the principal's office prior to commencement of services. This form includes a requirement to disclose any prior criminal convictions. Failure to provide accurate information will result in termination of services.
4. It is required that each volunteer keep TB clearance up-to-date. TB clearance is the responsibility 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 shall 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 or chaperone for fieldtrips or other school activities.
8. Volunteers are to conduct themselves in a manner that will not be distracting from the educational process.
9. Volunteers will not bring children with them during volunteer hours.
10. Volunteers understand that student discipline is the responsibility of the school personnel. Volunteers will consult with the school personnel regarding discipline procedures.
11. Volunteers understand that their service activity as a volunteer is determined by the administrator and/or teacher and may be discontinued at any time.

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

Legal Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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