



## VOLUNTEER/CHAPERONE PROCEDURES

*To avoid processing delays, please ensure that packets are **complete**, and that the TB test is **attached** prior to accepting them from the volunteer and/or chaperone. Completed packets must be authorized and signed by the site principal. Once the packet has been completed Human Resources will set up a fingerprint appointment with the volunteer. **Human Resources will not process incomplete packets and will return them to the site.***

### Initial Screening of Volunteer Forms

- All visitors who will be going into classrooms must fill out a volunteer/visitor form and be checked on Megan's Law. This includes parents who are visiting their child's classroom for a period of time, and day fieldtrips, but does not include outside vendors or parents who are merely dropping their child off at the classroom.
- If Volunteer does not clear Megan's Law, the Principal will inform the person(s) **that** she/he will not be allowed to volunteer. If the individual is a parent or guardian, she/he may still visit their child's classroom under staff supervision.
- If Volunteer checked "YES" on convicted of a crime, ensure the **full description** of incident, date and whether or not it was a felony or misdemeanor are indicated. Indications of misdemeanors and felonies must be cleared by Maisie Young; copies of the forms should be sent to D.O., Student Support Services Rm 13. You will be notified by email of approval or denial of the application.

**Volunteers who need to be Fingerprinted** – Site/Class Volunteers, Volunteer Coaches (use coaching packet), and/or Chaperones who **meet the criteria listed below** require fingerprint clearance:

- Volunteering at a site or activity **twice a week** or more during the school year.
- Volunteering more **than** ten consecutive days.
- Volunteering for **overnight** field trip chaperone.
- Transporting students other than their own child/student, or driving district vehicle.

**Fingerprinting** must be **completed** through the Central Unified Human Resources Department; at no cost to the volunteer/chaperone. Fingerprint clearance from outside agencies *will not* be accepted.

### Completing the Volunteer Packet

- Volunteer Fingerprint Check List – Must be signed by site Principal.
- Please specify the leave date for overnight volunteers.
- Complete Volunteer Application.
- Complete Live Scan Form (applicant information only).
- Sign- Ethnicity and Marital Status Statement (optional)
- Sign – Employee Electronic Resources Acceptable Use Contract.
- Sign – Sexual Harassment Notice and Acknowledgement.



## Central Unified School District

Human Resources Department • 4605 N. Polk Avenue • Fresno, CA 93722 • (559) 274-4700 • [www.centralunified.org](http://www.centralunified.org)

- Sign – Child Abuse Reporting Notice and Acknowledgement
- Sign – Confidentiality Agreement.
- Attach - Copy of Current TB Test/ TB Risk Assessment Questionnaire. (no older than 60 days)
- Original – Valid California Driver’s License or CA I.D @ time of fingerprinting.
- Original – Social Security Card @ time of fingerprinting.

*If you are transporting students other than your own, and/or driving a district vehicle the following documents must also be submitted:*

- Vehicle Use Form.
- DMV Pull Notice.
- Official DMV Report no older than 90 days.
  - DMV reports available online will be accepted only when printed directly from the web browser; copy paste versions will NOT be accepted – drivers may be asked to supply a certified DMV report at any time.
- Proof of Valid Insurance.

### **Processing Completed Packets**

- Once you assemble the completed packet, send to District Office - Human Resources.
- H.R. will contact volunteer/chaperone to set up a fingerprint appointment date.
- Overnight fieldtrip packets **MUST** be received 30 days (or earlier) prior to leave date.
- Please keep in mind fingerprint clearance from Department of Justice may take up to thirty days; and it is possible to receive a delay in processing notice that could take longer than 30 days.
- H.R. will verify Site/Classroom and/or Chaperone clearance with site/department Administrator, and Site Secretary.

**Volunteers who have been fingerprinted shall NOT work with students until clearance has been received from Human Resources.**