SCHOOL VOLUNTEER APPLICATION 2025-26

Santa Maria-Bonita School District

708 S. Miller Street, Santa Maria, CA 93454 ~ (805) 361-8127 ~ FAX (805) 928-6451

Volunteer's Name: **Name of School Where Volunteering:**

Street Address: **City:** **Zip:**

Telephone: **I plan to volunteer:** ☐ **Classroom only** ☐ **Classroom and on fieldtrips**

Email: _____

In case of emergency, contact: **Name:** _____ **Phone:** _____

- **Are you a Parent or Legal Guardian of a student at the school?** ☐ **Yes** ☐ **No**
- **Are you a returning volunteer from last year?** ☐ **Yes** ☐ **No**
- **Are you currently a SMBSD employee?** ☐ **Yes** ☐ **No**
- **If you are NOT a parent or guardian, check your volunteer category below:**
  - ☐ **Relative** _____ **(please indicate)**
  - ☐ **Community Member:** *Name of the organization, if applicable*: _____

Please list the names of all children for whom you are a parent/guardian/relative, who attend the school in which you are volunteering.

Name(s) of your child(ren) *First Name* *Last Name*	School Use Only (Student ID #)
1.	
2.	
3.	

Name(s) of your child(ren) *First Name* *Last Name*	School Use Only (Student ID #)
4.	
5.	
6.	

- **Have you ever been convicted of any violent felony, sex offense, or controlled substance offense, including entering a plea of nolo contendere, in California or in any other state or place?** ☐ **NO** ☐ **YES** please explain: _____

I declare under penalty of perjury, that I am not required pursuant to Penal Code 290.95 to disclose to school officials that I am a registered sex offender, and that I have not been convicted of a sex or controlled substance offenses or for crimes of violence, as defined by Education Code section 44010, 44011, 44424, 44425, and there are no criminal charges pending against me.
I declare under penalty of perjury under the laws of the State of California that I have completed the above information truthfully. I understand that if the information I provide is not accurate, my volunteer services will be terminated. The Santa Maria-Bonita School District reserves the right to conduct a criminal background check of school volunteers as permitted by law and my signature below authorizes the District to complete a criminal background check.

Signature of Applicant: _____ **Date:** _____

SCHOOL OFFICE STAFF USE ONLY

Megan's Law Check – Date: _____ Initials: _____

Gov't Issued ID verified: Type: _____ Number: _____ Exp. Date:

TB form given: ☐ _____

SCHOOL SITE ADMINISTRATOR USE ONLY:

_____ _____

Signature of Admin **Date**

Budget Code: _____

Category of Volunteer (select **ONE**):

☐ A (No TB Clearance Required) *Supervised, on occasion, on-campus*
☐ B (TB Clearance Required) *Classroom/On Campus and Non-Printed Day Trips*
☐ C (TB + Fingerprints) *May be out of the line of site of district staff*

HUMAN RESOURCES DEPARTMENT USE ONLY: TB ☐ _____ DOJ ☐ FBI ☐ _____

_____ _____

Signature of Human Resources Administrator **Date**

Revised 02/21/2025

Santa Maria-Bonita School District

FREQUENTLY ASKED QUESTIONS REGARDING VOLUNTEERING

Q: **I have children at different sites or they have moved to a Junior High. Do I have go through the entire volunteer process again?**

A: No. We only require a Volunteer Application Form to be completed and signed for each site where you plan to volunteer. As long as your TB clearance is up-to-date your TB and/or fingerprint clearances will be transferred.

Q: ***Where do I get a TB test?***

A: You can get a TB test through your personal physician or the District can refer you to Central Coast Med Plus. Central Coast Med Plus currently charges $25.00 for the skin test, and $50.00 if a chest x-ray is required. ***Please submit your volunteer application to the school site before going to Central Coast Med Plus.***

Q: ***How long is my TB test or chest x-ray results good for?***

A: Your TB clearance or chest x-ray is good for **four** years from the date of the negative test result.

Q: ***Why do I need to be fingerprinted in order to go on field trips?***

A: On fieldtrips, there are opportunities to split into groups. When this happens, the teacher will not always be present. To ensure the safety of our students, adults who attend fieldtrips where you may be split into groups must have a criminal background check through the Santa Maria-Bonita School District.

Q: ***Once I've completed the LiveScan fingerprint process how long does it take for Human Resources to receive my fingerprint information?***

A: Depending on if you have been printed before or if you have any criminal background information, this process generally takes two to four weeks. ***Please plan ahead. Give yourself enough time if you are planning to attend a field trip.***

Q: **Why does it take so long for my fingerprint results to come back?**

A: Once your Livescan is processed through your local Police or Sheriff's Department, they submit your information to Department of Justice (DOJ) and Federal Bureau of Investigation (FBI). Santa Maria Bonita School District is not the only agency requesting background information. There are other counties, cities, and school districts that also require the same of their volunteers. Processing all these backgrounds takes time. **Please plan ahead.**

Q: ***How long is my fingerprint clearance good for?***

A: Forever…or until you tell us otherwise. It does not have to be redone annually or for each child. The District will receive any and all subsequent arrest information directly from the Department of Justice (DOJ). Therefore, if you leave the District, be sure to notify Human Resources to remove you from the DOJ's subsequent arrest reporting requirement.

Q: **I have been fingerprinted through school, work, or for another district. Do I still need to get fingerprinted?**

A: Yes. Fingerprint clearance information is not shared between agencies. In order to receive subsequent arrest information on our volunteers you must be fingerprinted specifically for the Santa Maria-Bonita School District.

Q: ***Do I fill out a new application every year?***

A: Yes. In keeping with our new policy, you must submit an updated volunteer application every school year. This allows you to update your information such as, new children, current school site, and any new contact information. It also lets us know you would like to remain an active volunteer.

Q: **What is the difference between a Megan's Law criminal background check and submitting fingerprints?**

A: A Megan's Law criminal background check is a search of databases to see if you are a registered sex offender. Fingerprints are submitted to the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) for a nationwide comparison against other fingerprints to locate arrests or criminal convictions.