

ADULTS THAT WILL PARTICIPATE IN THE CLASSROOM WITH CHILDREN (VOLUNTEERS) ARE REQUIRED TO FOLLOW THE OUTLINED PROCESS BELOW:

Sacramento City Unified School District's Volunteer Process Step-By-Step

- ALL Volunteers **MUST** complete the SCUSD Volunteer Application at [www.scusd.net](#) (Available on the SCUSD website)
* SCUSD Volunteer Application attached
- *The Volunteer Application requires signature approval from the school administrator.* Return your

ALL Volunteers **MUST** provide proof (certificate) of the completion of the [Mandated Reporter Training](#)

nel

Student Registration

A. Warren McClaskey Adult Center

I.D. #:

Teacher:

Section #:

Social Security Number

Today's Date:

Adult's Last Name:

First Name:

M.I

Child's Date of Birth :

Address:

Adult's Date of Birth

EMAIL ADDRESS:

Gender: Male / Female

Telephone: ()

Alternate Telephone: ()

Race:

of years of school:

- White- -----
- Asian- -----
- Black or African American -
- Native Hawaiian or Other
Pacific Islander - - - -
- Filipino-
- American Indian- -----
- Alaska Native- -----

Highest Education:

- None- -----
- GED-
- H.S. Diploma- -----
- Tech. Certificate
- AA/AS Degree-
- 4 yr. College Grad
- Graduate Studies-
- Some College – No Degree -- -
- Other

Native Language:

Diploma/Degree earned in the U.S.? Yes / No

Are you Hispanic or Latino? Yes / No

Employment Status:
(Mark only one)

Student Types (Check all that apply)

- Employed- -----
- Unemployed- -----
- Not employed/not seeking- -
- Retired-
- F/T Student- -----

- Regular Adult- -----
- CalWorks/TANF- -----
- Comm. Corrections- -----
- Dislocated Worker-
- Displ. Homemaker-
- Food Stamps-
- General Assistance-
- Veteran- -----
- Cognitive Impaired- -----
- Disabled- -----
- Health Impaired- -----
- Hearing Impaired- -----
- Learning Disorder-
- Other



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

URI (Code assigned by DOJ)

(Maximum 30 characters - if assigned by DOJ, use exact title)

Type of Permit Working

Contributing Agency Information

Sacramento Unified School District 02253

5735 47th Ave
Street Address of

Mail Code (code assigned by DOJ)
Cancy McArn, Chief Human Resources Officer

Sacramento CA 95824 (916) 643-7452
City State ZIP Code Telephone Number Suffix

Sex Male Female

Billing Number

Number
(Other Identification Number)

Last Name or P.O. Box First Name Middle Initial State

Other Name: (AKA or Alias)

Last Name First Name (Agency Billing Number)

Date of Birth Driver's License Number Date

Employer DCA Number (Agency Identifying Number)

Place of Birth (State or Country) Social Number Telephone

Home Address Street City

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

LS Applicant Signature

Amount Collected/Billed

**PARENT PARTICIPATION PRESCHOOL PROGRAM
INTEREST AND AGREEMENT FORM**

This form is for interested participants and constitutes an agreement to participate in the Parent

[REDACTED]

Education Preschool Program (PPPP) for the **2023-2024 school year** and subject to the PPPP obtaining the required number of participants.

By completing the form below and providing your signature you are expressing your interest in participating in the PPPP for the 2023-2024 school year. You understand that your PPPP class is subject to a required number of participants in order to commence

[REDACTED]

for the 2023-2024 school year.

If the required number of participants is not met, the PPPP class will not be offered.

[REDACTED]

Dear Volunteer,

We are pleased that you have decided to participate in the Sacramento City Unified School District (SCUSD)

[REDACTED]

Volunteer Program! As parents, grandparents, neighbors and community members you have valuable ideas, talents and time to share with our students and our schools. As a volunteer, your deeper engagement directly supports the District's guiding principle:

"Ensuring every student has an equal opportunity to graduate with the greatest number of postsecondary choices

[REDACTED]

from the widest array of options."

It is our belief that our volunteer programs are beneficial to our students and our schools.

Definition of a Parent/Guardian Visitor

Parent/Guardian Visitors*

Sacramento City Unified School District wants to encourage parents/guardians to be active participants in

[REDACTED]

their child's education. While some parents/ guardians may not be able to volunteer on a regular basis, there are still opportunities to be involved at the school site.

Parent Visitors do not have the same definition as a volunteer

[REDACTED]

Visitor Identification

All visitors must sign in at the front desk.

*For more information on rules, visit [www.scusd.edu](#)

Definition of a SCUSD Volunteer

Volunteer Definition*

A volunteer is a parent/guardian, community member or other adult who assists at a school site or

program on a regular, semi-regular basis. All volunteers must be at least 18 years old.

school on a scheduled basis and stay more than 15 minutes each time are considered volunteers.

Volunteer Drivers (Optional):

If you wish to volunteer to drive students other than you own to a field trip or event, please fill out the Driver's Form included in this packet.

Exclusion of Volunteers:

- Any person who is required to register as a sex offender shall not serve as a volunteer.
- Any person who has been convicted of a serious or violent felony shall not serve as a volunteer.
- Any person arrested for a serious or violent crime shall not serve as a volunteer.
- For any other conviction, the Superintendent or designee has the discretion to deny volunteer service depending on the nature of the conviction.

Volunteer Identification:

Volunteers are required to sign in at the front office and present identification.

- No volunteer will be allowed to provide supervision or instruction to students without

Workers' Compensation:

Unsalariated volunteers may be considered employees of the district for worker's compensation insurance purposes. If injured while serving as a volunteer in the district

they must call the workers' compensation reporting line at: (916) 643-9299 or

[REDACTED]

(916) 643-9421.

*For additional information about SCUSD Volunteer Policy, please refer to the summary of Administrative Regulation (AR 1240) and School Board Policy (BP 1240) that are relevant

[REDACTED]

to SCUSD volunteers.

SCUSD Volunteer Registration Process

In order to start volunteering, you need to have the following items on file with your school:

1. A current and completed volunteer registration form.
2. Copy of a recent TB Test or chest x-ray form/ card indicating a negative result.
3. A completed and cleared Volunteer Criminal Background Check Authorization Form (BC-1).
4. Have participated in a volunteer orientation conducted at your school

- **SCUSD Volunteer Registration Form**

This must be completed each school year. This form will be maintained at your school site
Mandatory tracking in Infinite Campus by school site Office Manager.

- **TB Testing**

TB tests can be done through your doctor, or various Medical Clinics. **All TB tests are a two-step process: administered and then read two days later.** If you ever had a "positive" skin

reading, please bring in a clear chest x-ray card or form. You will be asked to complete an annual TB questionnaire.

No volunteer will be allowed to provide supervision or instruction to students without proof of a TB examination within the past 60 days indicating that she/he is free of active tuberculosis.

Per Education Code, a volunteer who has volunteered or has been employed in another

Fingerprinting

Fingerprinting must be done at the CCUSP. Code assigned by DOJ – "A0283"; and MAIL CODE ASSIGNED BY

Fingerprint Form which includes: CODE ASSIGNED BY DOJ – "A0283"; and MAIL CODE ASSIGNED BY

FCISD Voluntary Registration Form

[Redacted]

[Redacted]

[Redacted]

Thank you for your time and interest in becoming a Sacramento City School District Voluntary Agent of the ...

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

volunteer process, you are required to undergo a Fingerprint Background Check (BC.1) and have a TB clearance

You are not authorized to volunteer on any campus until the mandatory requirements have been fulfilled and

***NOTE: Site Administrator Signature is mandatory to apply as a SCUSD Volunteer**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Code §290 to serve in a volunteer capacity as an aide or supervisor of students. Accordingly, the District will, before

[REDACTED]

authorizing a person to serve as a volunteer conduct an extensive background check on the individual.

[REDACTED]

[REDACTED]

[REDACTED]

SCUSD Volunteer Code of Conduct

As a Volunteer, Your Role and Responsibilities in the School Are Unique

- **Understand** that your role is a supportive one. The teacher and principal are completely in charge. If the teacher leaves the room, the teacher in the next room assumes responsibility. You must not be left in charge of a classroom.

Remember, you are a volunteer. You are not a teacher.

the teacher

supervision of certificated staff. Have no outside contact with an individual student unless

Health and Safety Are Always Important

Adhere to District school and classroom policies rules and regulations

Refer any student in need of first aid or any type of medication to the teacher or front office

CRIMINAL BACKGROUND CHECK

FOR SITE/PROG

SITE ADMINISTRATOR SIGNATURE

DATE

***Site Administrator's si**

PRINT NAME

PHONE:

BUDGET CODE

IMPORTANT: This form is for **ALL VOLUNTEERS** or those working in programs where such screening

is required. The prospective volunteer is instructed to bring this form, along with a valid California Driver's License or California Identification Card, plus their Social Security number to the Customer Service Specialist in the Serna Center in order to initiate the fingerprint and background check process. There is a fee of \$47 for this process. If the site is paying the cost, please add budget code above. If the volunteer is paying for the cost, we accept cash (only exact change), check or money orders, debit or credit card.

Prior to beginning any assignment, SCUSD Board policy requires that all volunteers be cleared

to work by the Department of Justice



RISK & DISABILITY MANAGEMENT
5735 47th Avenue - Sacramento, CA 95824
Risk Management Main: (916) 643-9421
Disability Management Main: (916) 643-7895
Fax: (916) 399-2071
Keyshun Marshall, Coordinator II

This form is required and must be completed and returned to Risk Management. The information below will be submitted to the Department of Motor Vehicle (DMV) in

[Redacted signature area]

accordance with Title 8, California Code of Regulations.

RELEASE OF DRIVER RECORD INFORMATION

I authorize Sacramento City Unified School District to review driving, motor vehicle related information periodically for the duration of my employment.

I understand that my driving privileges are contingent upon the Sacramento City Unified School District's review of such information.

I understand my signature is confirmation that I have read and understand the above information.

Organization: Sacramento City Unified School District

Signature

Date:

Printed Name (as it appears on driver license):

Driver License Number

State

Circle Gender: M or F

Birth Date (Month/Day/Year):

Contact Phone Number:

Department/Site:

Title

VOLUNTEER INTEREST FORM

Name

Site/Progra

Home Phone

Work Phone

Cell Phone:

Child's Teacher:

I am interested in volunteering in the following areas (check all that apply):

Classroom Helper

Reading to Children

Share hobby or career information

Field Trip chaperone

At-home work for classroom

Yard/Cafeteria Assistance

Volunteer Coordination

Library Assistance

Photograph events

Child care during on-site event

Athletics

Community Gardens

Assist with fundraising