



# Eureka Union School District

## Volunteer Application

BP 1240 The Board of Trustees encourages parents/guardians and other members of the community to share time, knowledge, and abilities with students. Volunteer assistance in schools enriches the educational program, enhances supervision of students and contributes to school safety while strengthening the schools’ relationships with the community. The Board also encourages community members to serve as mentors providing support and motivation to students.

Thank you for your interest in volunteering in our EUSD schools! We have a variety of ways to volunteer, so please review the different types of volunteering below, and fill the form out appropriately along with any required back up materials. The items requested are to ensure the safety and security of our staff and students from the various volunteer levels noted below:

	Description of Role	Required Documents
<u><i>Volunteer</i></u> (less than 10 hours/week)	Supervised by staff at all times, limited to 10 hours a week or less/week. (Class celebrations, PTA sponsored in-school activities, classroom assistance, lunch in cafeteria, special occasions, etc)	<ul style="list-style-type: none"> <li>• Volunteer Application</li> <li>• Megan’s Law Screening</li> </ul>
<u><i>Frequent Volunteer</i></u> (more than 10 hours/week, coaching, or overnight events)	<p>Volunteer in classrooms or on the school site, for <u>more than 10 hours/week on a regular basis</u> throughout the year, attending overnight events, and are under the direct supervision of a district employee at all times with students</p> <p>Coaches – In order to coach, you first must have Fingerprint clearance, TB clearance, Mandated Reporting Training, and CPR and First-Aid certification.</p>	<ul style="list-style-type: none"> <li>• Volunteer Application</li> <li>• Megan’s Law Screening</li> <li>• TB Test Clearance</li> <li>• Fingerprint Clearance (\$47-\$69 avg-volunteer’s responsible to pay-only once for all yrs in EUSD)</li> </ul> <p>If driving students:</p> <ul style="list-style-type: none"> <li>• Copy of CA driver’s license</li> <li>• Insurance documentation</li> <li>• DMV H6 Report</li> </ul>

### Volunteer Guidelines:

- All volunteers will follow district policies, rules and regulations and uphold high standards of adult behavior.
- All volunteers are expected to respect confidentiality concerning employees and students and/or information they may come into contact with during their course of volunteer work.
- All volunteers will wear a name tag/badge and register into the school office each time they come onto campus.
- Please report all injuries to the school office staff.
- Volunteers shall not have access to student cum folders, emergency cards, health records, attendance records, employee files, or employee addresses or phone numbers, nor will they participate in activities such as lice checks, or dispensing of medication. Volunteers will not transport an individual child/student unless it is their own child.

**“Those who bring sunshine into the lives of others  
cannot keep it from themselves.” – Sir James Barrie** (Rev. 8/2/17)

# EUSD Volunteer Application – Clearance Form



\*\*\*\*Volunteers must wait for clearance to begin volunteering\*\*\*\*

**Volunteer Level**(circle one)- Volunteer (less than 10 hours/week) Frequent (more than 10 hours/week, coaching & overnight events)

Legal Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 (Last) (First ) (MI)

Address \_\_\_\_\_  
 (Street) (City) (State) (Zip)

Phone(s) \_\_\_\_\_ E-mail Address \_\_\_\_\_

In case of emergency notify \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Circle Site(s) to Volunteer – Greenhills Oakhills Maidu  
 Excelsior Ridgeview Cavitt Olympus

Student (s) Names \_\_\_\_\_  
 Grade Levels \_\_\_\_\_

**REQUIRED:** Have you been convicted (felony\misdemeanor), or have a charge pending (felony\misdemeanor)? Circle One Yes\No

- If “yes” list on the back of this application, or a separate piece of paper, all convictions including, but not limited to convictions for “driving under the influence” and convictions for sex and/or drug offenses as listed in California Education Code §44010 and 44011.
- Education Code §3502 prohibits the District from allowing persons required to register as a sex offender under Penal Code §290 to serve in a volunteer capacity as an aide or supervision of students. Accordingly, before authorizing person to serve as a volunteer, the District will conduct an automated records check pursuant to Education Code §35021.1 and/or call the Department of Justice or the Sheriff’s Office to inquire whether the individual is a registered sex offender pursuant to the process set forth in Penal Code §290.4.

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge and agree to have any of these statements verified by the District, unless I have indicated to the contrary. Furthermore, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the District, as well as from the use or disclosure of such information by the District, or any of its agents, employees, or representatives. I understand any misrepresentation, falsification, or material omission of information on this application may result in my failure to volunteer.

Signature of Volunteer \_\_\_\_\_ Date \_\_\_\_\_

**SITE OFFICE/ADMIN & DISTRICT OFFICE USE ONLY:**

<p><b>Volunteer:</b> (less than 10 hours / week)                  Vol. App _____ (kept on site/Volunteer binder)                  Megan’s Law _____ (on site)</p>	<p><b>Frequent Volunteer:</b> (more than 10 hours/week, coaching &amp; overnight events)                  Vol. App _____ (kept on site/fax, pdf to Kathy) Driver’s License _____ (on site)                  Megan’s Law _____ (on site) Copies of DMV H6 / Insurance (if driving) _____ (on site)                  Copy of TB _____ (on site) Fingerprint Clearance _____ (Clearance Date: _____)                  (Volunteer Coaches require AB1432/CPR/First Aid certification _____ (on site)</p>
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All items required complete, and notification of clearance made to volunteer: YES – initial \_\_\_\_\_

Administrator’s Signature \_\_\_\_\_ Date \_\_\_\_\_ REV. 8/2/17