

2016-17 School Year

## Information and Application

# VOLUNTEER PACKET



Dear Potential Volunteer,

Thank you for your interest in joining our team. I once read that volunteers do not necessarily have the time but they do have the heart! All of us here appreciate your generous gift of time and attention to help children learn.

As with most things in life, there is a bit of paperwork to get started. Please note that the information following is as much for your safety and it is for the safety of our students. Volunteers are a precious resource.

Thank you again for making time for our students. I look forward to seeing you!

Sincerely,

Tamara Lewis  
Principal

**DINGEMAN ELEMENTARY**

11840 Scripps Creek Drive | San Diego, CA 92131 | 858-549-4437



## **VOLUNTEER CODE OF CONDUCT**

(This document defines the district's expectations for all school volunteers.)

**As a volunteer, I agree to abide by the following code of volunteer conduct:**

1. Immediately upon arrival, I will sign in at the main office or the designated sign-in station.
2. I will wear or show volunteer identification whenever required by the school to do so.
3. I will use only adult bathroom facilities.
4. I agree to never be alone with individual students who are not under the supervision of teachers or school authorities.
5. I will not contact students outside of school hours without permission from the students' parents.
6. I agree not to exchange telephone numbers, home addresses, e-mail addresses or any other home directory information with students for any purpose unless it is required as part of my role as a volunteer. I will exchange home directory information only with parental and administrative approval.
7. I will maintain confidentiality outside of school and will share with teachers and/or school administrators **any** concerns that I may have related to student welfare and/or safety.
8. I agree to not transport students without the written permission of parents or guardians or without the expressed permission of the school or district and will abide by District Administrative Procedure # 4586 when transporting students.
9. I will not disclose, use, or disseminate student photographs or personal information about students, self, or others.
10. I agree to follow the district procedure for screening of volunteers.
11. I agree to notify the school principal if I am arrested for a misdemeanor or felony sex, drug or weapon related offense.
12. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.

**I agree to follow the Volunteer Code of Conduct at all times or cease volunteering immediately.**

## Volunteer Requirements

**All Volunteers, with the exception of visitors and one-time volunteers who come on campus, must complete a Volunteer Application Packet which includes the following:**

- Volunteer Application** – please thoroughly complete the attached application and submit to the Volunteer Coordinator/ESA in the Main Office.
  - Request to Conduct Volunteer Screening Form** – (Please see the Volunteer Coordinator to see if this is applicable to your application)
  - Obtain TB (Tuberculosis) Clearance from your private physician or County Health Department** – If you have previously been cleared in the San Diego Unified School District within the last four years, **or** by a physician's office or county health department within the last 60 days, submit a copy of these results.
  - Volunteer Code of Conduct** – Please read and retain for your records.
  - Fingerprinting (Category D volunteers only)** at the Education Center, Livescan Unit on Normal Street. Please contact (619) 725-7015 for information. There is no charge for this service. Fingerprinting clearances from other offices are not accepted. Once your prints have cleared, you may begin volunteering.
- ⚡ All volunteers are required to **sign-in/out each day**. There is a designated sign-in sheet for this purpose. [When your service ends, please notify the Volunteer Coordinator so the school's volunteer records are kept up-to-date.]
- ⚡ Volunteer assignments cannot begin until you receive notification from the Volunteer Coordinator.
- ⚡ Sign in or register on the FFC website ([www.dingeman.net](http://www.dingeman.net)) and select one or more volunteer positions.
- Please return the completed forms in person along with current:**
    - ✓ Government issued ID
    - ✓ TB clearance card

**ATTENTION!**

**VOLUNTEER APPLICATIONS MUST BE RENEWED EACH SCHOOL YEAR**

*I acknowledge the District's procedures and will follow through accordingly.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

SCHOOL YEAR:

2016-17

SAN DIEGO UNIFIED SCHOOL DISTRICT

SCHOOL VOLUNTEER APPLICATION

DATE \_\_\_\_\_ TEACHER/DISTRICT SPONSOR \_\_\_\_\_ SCHOOL DINGEMAN ES

FULL NAME \_\_\_\_\_ (FIRST) (MIDDLE) (LAST)

ADDRESS \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ (STREET) (CITY) (ZIP) MO/DAY/YR

HOME PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_ ID # \_\_\_\_\_ Gov Issued ID Type \_\_\_\_\_

NOTIFY IN CASE OF EMERGENCY \_\_\_\_\_ (NAME) (PHONE)

CURRENT EMPLOYMENT \_\_\_\_\_ (EMPLOYER'S NAME) (ADDRESS) (PHONE)

VOLUNTEER EXPERIENCE \_\_\_\_\_

PERSONAL REFERENCE \_\_\_\_\_ (NAME) (ADDRESS) (PHONE)

Please check whether you are a new or returning SDUSD volunteer. \_\_\_ New \_\_\_ Returning
Are you also a volunteer at another SDUSD school? \_\_\_ YES \_\_\_ NO
If yes, please indicate the school(s): \_\_\_\_\_
Do you have any criminal charges pending against you? \_\_\_ YES \_\_\_ NO
Have you ever been convicted\* of a felony or misdemeanor? \_\_\_ YES \_\_\_ NO
Have you ever been convicted\* of a sex, drug or weapon related offense? \_\_\_ YES \_\_\_ NO
Are you required to register as a sex offender under Penal Code 290.95? \_\_\_ YES \_\_\_ NO

\*Conviction includes a finding of guilty by a court in a trial with or without a jury or a plea or verdict of guilty.

If "YES," please explain: \_\_\_\_\_

Parent Volunteers: Please check whether you plan to drive for a field trip during the school year. \_\_\_ YES \_\_\_ NO

Please list the name(s) of your child(ren): \_\_\_\_\_

For security reasons, a background check will be conducted by school site staff and/or SDUSD School Police Services. Volunteer assignments may be terminated if service is unsatisfactory or no longer needed by the school district. You may not volunteer if you are required to register as a sex offender under California law.
I give my permission to have my personal and professional references researched and hold the district and any individuals providing the district with information harmless. By signing my name below, I declare under penalty of perjury, that all the information on this application is true and correct. I also declare that I have read and agree to follow the "Volunteer Code of Conduct."
Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TO BE COMPLETED BY VOLUNTEER COORDINATOR:

TB test completed (Date): \_\_\_\_\_

Volunteer category (check appropriate box and indicate date cleared):

- Category B + Megan's Law database check - cleared
Category C + SDUSD School Police background check - cleared
Category D + Fingerprinting - cleared

Type of volunteer (check if appropriate):
Parent OASIS Volunteer CalWORKS
Community Rolling Reader/EAR Other
Partner College Student

Volunteer service ended (date): \_\_\_\_\_

Reason for leaving:
\_\_\_ Child no longer at school
\_\_\_ Moved \_\_\_ Illness
\_\_\_ Employment \_\_\_ Requested to Leave
\_\_\_ Other

VOLUNTEER APPLICATIONS SHOULD BE FILED AT THE SCHOOL SITE WITH TB AND BACKGROUND CLEARANCE DOCUMENTATION AND SAVED FOR 3 YEARS.



San Diego Unified School District
REQUEST TO CONDUCT VOLUNTEER SCREENING
(Please check the appropriate request)

- CATEGORY C -- CRIMINAL BACKGROUND CHECK
RETURNING CATEGORY D VOLUNTEER - CRIMINAL BACKGROUND CHECK
CATEGORY D VOLUNTEER - FINGERPRINT

Date: Requesting School: DINGEMAN ES Vol. Coord. PALMA-KINOSHITA

Volunteer Name: First Name Full Middle Name Last Name

List any other names used in the past:

Address: City: Zip:

Date of Birth: Month Day Year Phone:

Driver's license #: State issued:

Other Gov. Issued ID type (if no driver's license): ID #

(Please note: By recommendation from the Department of Justice, Mexico identification and voter registration cards may not be used to conduct background checks or fingerprinting, U.S. social security cards and birth certificates without an accompanying U.S. driver's license are also not recognized.)

Please indicate whether you are a new or returning volunteer: New Returning

Are you a volunteer at another SDUSD school? YES NO

If yes, please list the school(s):

Parents: please list the name(s) of your student(s):

Please check volunteer activity: On-site tutor outside of classroom (Cat C) Overnight field trip chaperone (Cat D)
Walk-on coach/Athletic Support (Cat D) Other

Are you being compensated for your services? YES NO

Principal acknowledges hiring of individual above at their site.

Principal's Signature: Date:

For SDUSD School Police Services office use only:
Ok to volunteer Deny as volunteer
By: Date:
SDUSD School Police Services

School volunteer coordinators: Please check that form is complete. Incomplete forms will be returned to the school.

CATEGORY C VOLUNTEER BACKGROUND REQUEST:

Send completed form to:

SDUSD School Police Services
Eugene Brucker Education Center, EOC; or fax to (619) 725-7169

Results will be returned to the school site volunteer coordinator within 2 weeks.

CATEGORY D VOLUNTEER FINGERPRINT REQUEST:

Instructions for Category D Volunteer:

Please call SDUSD School Police Services Livescan Unit at (619) 725-7015 for more information on hours and appointment scheduling. There is no charge to the volunteer for the fingerprinting.

Please bring this completed form and a current government-issued picture ID (driver's license, passport, military ID) to:

SDUSD School Police Services Livescan Unit
4100 Normal Street, EOC
San Diego, CA 92103

Results will normally be returned to the school site volunteer coordinator within 2 weeks of the date of fingerprinting. However, poor quality fingerprints or the need to research information on an applicant's background may result in a delay of results from the Department of Justice.