

2017-18 School Year

Information and Application

VOLUNTEER PACKET



Subject/Activity Name

Grade

Teacher/Instructor Comments

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.
- ✓ **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.
- ✓ **Request to Conduct Volunteer Screening Form/Fingerprinting [Category D volunteers only]** – Please see the Volunteer Coordinator to see if this is applicable to your application.

Please Note:

- ✦ 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) 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:

2017-18

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 _____ Gov Issued ID Type _____
ID # _____

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.