

SCHOOL YEAR:

SAN DIEGO UNIFIED SCHOOL DISTRICT

INCLUDE COPY OF
CURRENT **TB**
CLEARANCE

SCHOOL VOLUNTEER APPLICATION

DATE _____ DISTRICT SPONSOR _____ SCHOOL _____

FULL NAME _____
(FIRST) (MIDDLE) (LAST)

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

Cell _____ Gov Issued ID Type _____
HOME PHONE _____ E-MAIL _____ 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.



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:

At Torrey Pines we promote a positive environment for our staff and students. Our dialogue with and about students should be a positive interaction with a growth mindset.

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 wear appropriate attire as an adult representative at an elementary school.
4. I will **maintain the confidentiality** of staff and students inside and outside of school, and respect the privilege of participating in the school day.
5. I will share with school **administrators only** any concerns that I may have related to student behavior, welfare and/or safety.
6. I will use only adult bathroom facilities.
7. I agree to never be alone with individual students who are not under the supervision of teachers or school authorities.
8. I will not contact students outside of school hours without permission from the students' parents.
9. I agree not to exchange telephone numbers, home addresses, e-mail addresses or any other home directory information of 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.
10. 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 Admin Procedure # 4586.
11. **I will not disclose**, use, or disseminate student photographs or **personal information about students**, self, or others.
12. I agree to follow the district procedure for screening of volunteers.
13. I agree to notify the school principal if I am arrested for a misdemeanor or felony sex, drug or weapon related offense.
14. 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.

Signature of Volunteer

Date