Sylvan Union School District
Application to Volunteer in Classrooms/Field Trips

Volunteer Name: _____ Cell: _____
(Please print the Volunteer's Legal Name as shown on the picture ID)

Name of Child: _____ Teacher: _____

Address: _____
Street City Zip

Email Address: _____

Date of Birth: _____ Driver License: _____ Other ID: _____
(A photocopy of the above will need to be made by school office personnel)

Any other names you have gone by (Maiden, etc.): _____

I am applying as a volunteer for the following reason(s):

☐ Field Trip Chaperone ☐ Office Volunteer
☐ Classroom Volunteer ☐ PTA Volunteer
☐ Other (please specify work to be done): _____

ALL VOLUNTEERS ARE REQUIRED TO HAVE A CURRENT T.B. CLEARANCE. The cost of this is to be paid for by the volunteer. A photocopy of the T.B. clearance must be attached to this form. Please contact a school nurse if you have questions about the T.B. test or if you need community resource information regarding testing, cost or location options.

PLEASE BE ADVISED THAT A REGISTERED SEX-OFFENDER CHECK WILL BE RUN ON ALL VOLUNTEER APPLICANTS EACH YEAR.

I am aware of the District policies on Volunteer Assistance and Field Trips and will uphold these policies. I have attended the Volunteer Training provided by the Principal or Assistant Principal of the school. (Volunteer Training must be completed each year. If you are unable to attend the Volunteering Training, please see the administration at your site regarding a written alternative to the training.)

Signature of Volunteer: _____ Date: _____

For School Use Only: Valid T.B. Clearance: _____

ID Expiration: _____

Sex Offender Check Completed On: _____

Volunteer Training Completed On: _____
Approved to Volunteer by _____ on _____

Volunteer notified via [ ] Email [ ] Telephone [ ] Letter

2014-2015 Volunteer Policy: Sylvan Union School District

We value and encourage parent volunteerism in Sylvan Union School District. Parent participation is welcome at all schools in the District. Given the State/District's accountability requirements for staff and students, we reserve the right to limit parental participation in a student's classroom. Please schedule, in advance, your classroom visits/volunteer time with your child's teacher.

If you have questions, please feel free to contact your school site administrator or the Director of Student Support Services/CWA, (209) 574-5000 ext. 243.

STEPS TO VOLUNTEER IN CLASSROOMS OR ON FIELD TRIPS

1. Complete the Annual Volunteer Application form. NOTE: Parents with children in more than one class only need to complete one application form.
2. Acquire T.B. clearance and attach documentation to the application. A photocopy of a clear T.B. test will be accepted.
3. Take Driver's License/ID Card to school office for scanning. Only the original document will be accepted. No photocopies of identification will be accepted.
4. Attend a *Volunteer Application Processing* appointment to submit all of the above to the school office. Some schools may not require an appointment. Please check with your child's school for dates and times that may be available for submission of volunteer information.
5. Attend a *Volunteer Training* by the Principal or Assistant Principal at the school site. Please check with the school regarding a Volunteer Training schedule or alternative written options available.
6. **Volunteers must wait for official clearance by the school office prior to beginning volunteer service of any kind.**
7. The above will be an <u>ANNUAL</u> process.
8. Review the District Policies on Volunteers and Field Trips (see below). By signing the Sylvan Union School District Volunteer Application form, you agree to uphold these policies.
9. Parent volunteers are not permitted to bring other children with them while performing volunteer service unless permission is granted by the site administrator.

District Policies on Volunteer Assistance and Field Trips

(Excerpts from Board Policy 6153 and Administrative Regulation 1240)

Volunteers are subject to school rules and regulations both on school campuses and on field trips. Parents acting as chaperones for a field trip may not bring other children on the trip. Their responsibility is to help monitor and supervise students assigned to them. Only students enrolled at school and in that particular class are allowed on field trips.

Supervisors of the trip are responsible for ensuring that the chaperones know their roles and responsibilities. The first task of a chaperone is to provide for the safety of participating students. Chaperones must be at least **twenty-five** (25) years of age unless employed by the school district or a parent of a child on the field trip.

Emergency situations are to be reported to the administrator or administrative designee as soon as possible. (Such situations would include but not limited to: serious injury, illness, or death; intoxication or possession of drugs/alcohol; arrest by the police; and/or extreme case of defiance, belligerence or insubordination that presents a threat to the safety and well-being of students or others.)