

**FONTANA UNIFIED SCHOOL DISTRICT
VOLUNTEER AUTHORIZATION**

VOLUNTEER INSTRUCTIONS

1. Complete and submit this form to the School Site, along with TB Test results from within the last 60 days.
2. If fingerprints are required, you will be contacted by Human Resources to schedule a fingerprint appointment and complete an *Addendum to Volunteer Authorization Form*.
3. Once all necessary clearances are obtained (including approval by the Board of Education), the site you will advise you of your effective date.

Please Print:

Name: _____ Soc. Sec. No.: _____
Address: _____ Date of Birth: _____ / _____ / _____
_____ Phone: (_____) _____
School Site: _____ Staff Contact: _____
Volunteer Assignment: State Preschool Coaching or School Activity Other (Describe below)

FOR SCHOOL SITE USE ONLY

Step 1: Check Box Below to Indicate Type of Volunteer Assignment

Standard Volunteer (Under Direct Supervision); Does not Require Fingerprints

Assists at a site on a regular or semi-regular basis (includes parents who observe/visit child at school on a regular basis and stay more than 15 minutes each time). Individuals attending or assisting at a one-time event with no supervised contact with children are not considered volunteers.

School Activity Volunteer (see list on page 2); Requires Fingerprints

Prior to volunteering in a school activity, must obtain an *Activity Supervisor Clearance Certificate* (ASCC) from the Commission on Teacher Credentialing (California Assembly Bill 346). Requires fingerprints and online application for ASCC (all associated expenses are to be paid for by the volunteer).

Other Volunteer Assignments Requiring Fingerprints

1. Volunteering over 16 hours per week in a State Preschool and volunteer is not related to a child in the classroom
2. Tutoring/mentoring outside classroom or supervised school setting
3. Attending or chaperoning overnight school-sponsored trip (excludes high school grad night activities)
4. Transporting students in a private vehicle
5. Student observation as part of a formal teacher preparation program
6. Any volunteer activity where there is a possibility of unsupervised contact with children

Step 2: Megan's Law Check & Obtain TB Test Results from Volunteer
<http://www.meganslaw.ca.gov/> Proof of TB Test results must be within last 60 days

I recommend approval of this volunteer and acknowledge that the type of volunteer assignment indicated above is accurate, that a complete Megan's Law Check has been conducted, and the individual will not be authorized to volunteer until I have been notified that he/she has obtained all necessary clearances, including approval by the Board of Education.

Administrator Signature Administrator Name (please print) Date

Step 3: Submit Form and TB Test Results to Classified Human Resources (Building 7)

If fingerprints are required, the volunteer will be contacted by Human Resources. Once he/she has been approved by the Board of Education, the department/school site will be advised of the volunteer's effective date.

FOR HUMAN RESOURCES USE ONLY

TB Test _____ Fingerprints _____ Board Approval Date _____ Effective Date _____

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School Activity Volunteer

Any volunteer assignments identified on Schedule C (see list below) are considered a ***School Activity***.

- Academic Decathlon Coach
- Academic Pentathlon Coach
- Advanced Placement Coordinator
- ASB Advisor
- ASB Advisor
- Assistant Academic Decathlon Coach
- Assistant Band Director
- Assistant Coach
- Assistant Dance Competition Team
- Assistant Mock Trial Coach
- Assistant Musical Director
- Assistant Pentathlon Coach
- Assistant Pep Squad Advisor
- Band Director
- Dance Competition Team
- Department Chairperson
- Drama Director
- Drill Team Advisor
- Head Coach
- Intramural Activities Coordinator
- Intramural Director
- Leadership Teams
- Librarian
- Mock Trial Coordinator
- Musical Director
- Newspaper Advisor
- Pep Squad Advisor (Fall-Winter)
- Performing Band Director
- Speech & Debate Coach
- Summer School ASB Advisor
- Tall Flags Advisor
- Vocal Director
- Weight Room Supervisor
- Yearbook Advisor
- Yearbook/Newspaper Advisor