

VOLUNTEER APPLICATION CHECKLIST

All three (3) Volunteer Application pages are filled out completely
Attached a copy of your Tuberculous Test Result with your name, medical provider information
and date of test. The test must have been taken within 4 years

OR

California School Employee Tuberculosis (TB) Risk Assessment Questionnaire (for pre-K, K-12 schools and community college employees, volunteers and contractors) form pages 1 and 3 and must be stamped or signed of my medical provider

Return to School Secretary or assigned staff for Principal Signature

High School Student volunteers must include their class syllabus or volunteer flyer or Teacher Letter with details of their requirements. Volunteer Form can be signed by the student or their Parents/Guardians.

VOLUNTEER APPLICATION RESOURCES

Berryessa Union School District Live Scan (fingerprinting) Services

Our Live Scan program is by appointment only. We do not offer drop-ins. Please sign up for an appointment here: https://bit.ly/BUSDFingerprinting

What do I need to bring with me for Live Scan Fingerprinting?

A government-issued photo ID. The ID must be valid and unexpired to be the primary valid identification. Acceptable IDs include a driver's license, state ID, passport, military ID, and green card.

How much does it cost?

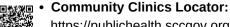
\$40 cash/check made to: Berryessa Union School District or \$42 by credit card for DOJ fees and for all other types of Live Scans please contact our Human Resources Department at 408-923-1850.

Overall, applicants must bring a valid government-issued photo ID, and payment to ensure a hasslefree experience. The Live Scan form will be provided during the appointment.

Tuberculosis Screening Information

Tuberculous Screening is required for <u>all</u> volunteers.

• Reach out to your Medical Provider



https://publichealth.sccgov.org/sites/g/files/exjcpb916/files/documents/Community-Clinics-List October-2023.pdf



 California School Employee Tuberculosis (TB) Risk Assessment Questionnaire Form: <u>https://publichealth.sccgov.org/disease-information/information-about-tuberculosis-</u> tb#1849274314-3077506034

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		ON School	l Year		
YOUR CONTACT IN	IFORMATION (LEGA	AL NAME ONL	Y)		
First Name		Last Name	e		
Alias/Maiden Name	(s)				
Address					
City/State			Zip Code		
Phone		Email			
Are you currently a E	Berryessa Union Scho	ool District regu	lar or substi	tute employee?	
No, proceed with fo	orm Yes, stop here, s	sign below, and fill o	ut HR-10B and	HR-10C	
California Driver's Lie	cense Number	Bi	rthday (MM/	DD/YY)	
Have you done a Live	e Scan with our Distri	ct? Yes	No		
-	to be contacted about sc	cheduling a fingerp	rinting appoint	ment for expedited	
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HR-10A - Revised 1/31/2024



EXPECTATION AND REQUIREMENTS FOR VOLUNTEERS

1. The Governing Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with our students.

2. To insure the safety and well-being of our children, Berryessa Union School District has developed several expectations and requirements for all our volunteers. Safety is our first concern.

3. Each volunteer is required to complete the District Volunteer Application Form, and the completed form must be on file in the principal's office and the District's HR department prior to commencement of service. This form includes a requirement to disclose any prior criminal convictions. If you fail to provide accurate information, your service as a volunteer will be terminated.

4. Proof of TB clearance (testing up-to-date) or evidence of the Adult TB Risk Assessment Questionnaire must be provided to the school/department. TB testing or risk assessment is at the expense of the volunteer. (Board Policy Regulation 1240, Education Code 49406)

5. Each volunteer is expected to maintain confidentiality regarding each student and family.

6. If volunteers hear about or observe evidence of child abuse, volunteers shall report the information to the site principal or designee immediately.

7. Education Code 35021 provides that a person who is required to register as a sex offender pursuant to Penal Code section 290 shall not serve as a volunteer.

8. Registered sex offenders cannot serve as chaperones for field trips or other school activities.

9. If no criminal background check or fingerprinting has been completed and reviewed, the volunteer will not be allowed to work with children.

10. Volunteers understand that service activities to be performed are determined by the administrator and/or teacher and may be discontinued at any time.

11. Proof of COVID-19 vaccination is optional.

I have read and understand the information above. I agree to follow these guidelines.

Print Legal Name	
Signature	Date



CRIMINAL HISTORY DECLARATION FOR VOLUNTEERING AT SCHOOL

The Berryessa Union School District wants to encourage parents and others to volunteer their time and service to the District and our children. The donation of your time is greatly appreciated. The District also desires to ensure a safe school environment for our children. In order to accomplish this objective, it is necessary to prevent those individuals, who are registered as sex offenders, who have been convicted of a violent felony or has some other inappropriate criminal conviction, from volunteering in our schools.

Education Code Sections 35021 and 35021.1 prohibits persons who are required to register as sex offenders under Penal Code Section 290 from volunteering in public schools. Penal Code Section 290.95 requires all persons who are required to register as sex offenders to report such status when applying for or accepting a volunteer position in schools.

Are you a registered sex offender?

Have you ever been convicted of any felony or misdemeanor?

Have you ever been convicted of a felony or misdemeanor for any drug offense? $\hfill\square$ Yes $\hfill\square$ No

Have you ever been convicted of a felony or misdemeanor for any violent offense? $\hfill\square$ Yes $\hfill\square$ No

Have you ever been convicted of a felony or misdemeanor for any sexual offense? $\hfill\square$ Yes $\hfill\square$ No

Have you ever been disciplined in your employment, arrested or involved in a situation in which your conduct was questionable as it relates to children?

IF YOU ANSWERED YES TO ANY OF THE ABOVE, PLEASE ATTACH AN EXPLANATION OF THE NATURE, DATE, LOCATION, AND DISPOSITION OF THE CASE(S), RELATED TO THE CONVICTION.

I declare under penalty of perjury under the laws of the State of California that I have not been convicted of a crime that requires me to register as a sex offender, and if I am, subsequent to this date, convicted of such a crime, I agree to immediately notify the Berryessa Union School District of such conviction. I further understand that if the information I have provided is not accurate, my volunteer services will be terminated.

Executed on		at		, California.
	Date		City	
Print Name			Signature	

The Berryessa Union School District reserves the right to conduct a criminal background check of school volunteers as permitted by law.