

**VOLUNTEER INFORMATION FORM**

The Milpitas Unified School District recognizes the tremendous positive impact that volunteers make in enriching educational programs and greatly appreciates the contribution of your time and energy in this regard. In order to safeguard students, the following identifying and background information is required of all volunteers who work with and around students on District campuses.

School at which you wish to volunteer: \_\_\_\_\_  
(A copy of this form must be filed at each school where you wish to volunteer)

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Student(s) Name: \_\_\_\_\_ Teacher(s)/Supervisor(s) Name: \_\_\_\_\_

Have you ever been convicted of or are you awaiting trial for any crime?  Yes  No

If you answered yes to the above question, please attach a complete and accurate explanation of the circumstances to this form. An answer of yes will not necessarily disqualify you from volunteering. Any information provided in connection with a "yes" response will be kept confidential.

Dates or days volunteer services will be performed: \_\_\_\_\_

Brief description of services to be performed: \_\_\_\_\_

Identification: Please attach a copy of your driver's license or other picture identification card.

**Certification**

*I hereby certify that all statements made on this form and any attachments are true and complete to the best of my knowledge and authorize investigation of all statements herein recorded.*

Signature of Volunteer \_\_\_\_\_ Date \_\_\_\_\_

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

Type of Volunteer:  Type 1  Type 2  Type 3

*Principal/District Office Use:*

Type 1 Approval \_\_\_\_\_ (To be signed by HR)

Type 2 Approval \_\_\_\_\_ (To be signed by HR)

Type 3 Approval \_\_\_\_\_ (To be signed by HR)

**NOTE: Volunteers may not provide services until this form is completed and on file in the school's main office.**

## **SCHOOL VOLUNTEER PROCEDURES**

Volunteer help is defined as an adult providing help and performing duties at a school site without compensation.

### Types of Volunteers

#### 1. **Parent Club or Special Event Volunteers**

These volunteers provide assistance with snack bars, chaperone dances, setting up for special activities, and other limited events or special occasions. They work with other volunteers, are supervised by certificated staff and do not have direct responsibility for supervising students.

- a. The District *Volunteer Information Form* must be completed and turned in with a copy of the volunteer's driver's license, and the name of the volunteer's supervisor.
- b. No volunteer may provide services until the completed *Volunteer Information Form* and a valid tuberculosis (TB) clearance are approved by Human Resources and are on file with the Principal. *(The Principal will be notified of approval by Human Resources).*

#### 2. **Supervised Volunteers** – Those unlikely to be alone with students

These volunteers provide assistance in administrative or academic areas on a regular or frequent basis, such as a three-day-per-week library volunteer, daily assisting with a class, or a two-day-per-week office assistant (Classroom, Library, or Office Volunteers)

- a. The District *Volunteer Information Form* must be completed and turned in with a copy of the volunteer's driver's license, and the name of the volunteer's supervisor.
- b. A valid tuberculosis (TB) clearance.
- c. No volunteer may provide services until the completed *Volunteer Information Form* and a valid tuberculosis (TB) clearance are on file with the Principal. *(The Principal will be notified of approval by Human Resources).*

#### 3. **Unsupervised Volunteers** – Those likely to be alone with students *(Field trip drivers, overnight chaperones)*

These volunteers provide assistance in administrative or academic areas on a regular or frequent basis, and include anyone driving students, or working alone with students. The following are required:

- a. Completion and submission of a District *Volunteer Information Form* that includes name, address, and phone number, a brief description of service to be provided, a copy of the volunteer's driver's license, and the name of the volunteer's supervisor.
- b. A valid tuberculosis (TB) clearance
- c. Fingerprints  
**Note:** *The principal will submit the completed Volunteer Information Form to the Human Resources Office. The volunteer is fingerprinted. The District's Human Resources office will process and verify that the fingerprint requirement has been met.*
- d. No volunteer may provide services unless and until all required documents are on file with the Principal. *(The Principal will be notified of approval by Human Resources).*

#### **\*Fingerprint Exception:**

*MUSD employees, police, firefighters, physicians, licensed counselors, and psychologists must provide verification of employment or certification.*