

SCUSD Volunteer Process

In order to volunteer, you need to have the following on file with the front office:

1. A current and completed volunteer registration form.
2. Copy of a recent TB Test, chest x-ray form/card indicating a negative result, or TB Health Risk Assessment completed and signed by a medical professional. (Every 4 years)
 - TB tests can be done through your doctor, or various Medical Clinics. All TB tests are a two-step process; administered and then read two days later. If you ever had a "positive" skin reading, please bring in a clear chest x-ray card or form. You will be asked to complete an annual TB questionnaire. No volunteer will be allowed to provide supervision or instruction to students without proof of a TB examination within the past 60 days indicating that she/he is free of active tuberculosis. Per Education Code, a volunteer who has volunteered or has been employed in another school district will be approved to volunteer if they can provide written verification from the former district that they were examined within the past four years and found to be free of communicable tuberculosis. A volunteer who has a negative skin test is required to re-take a tuberculosis test every four years. A prospective volunteer who has a positive skin test must provide proof of a clear chest x ray indicating she/he is free of active tuberculosis prior to being allowed to provide supervision or instruction of students. An annual questionnaire is required to be completed by the volunteer and reviewed by Health Services to assure they remain without symptoms.
3. Complete Mandated Reporter Training online at <https://mandatedreporter.ca.com/school-personnel> and provide the school with a certificate of completion.
4. A completed and cleared Volunteer Fingerprinting and Criminal Background Check Authorization Form (BC-1) or current fingerprints on file with SCUSD for all volunteers.
 - Fingerprinting can be done at the SCUSD Serna Center or at any Capital Live Scan office. You must have a completed Volunteer Fingerprinting and Criminal Background Check Authorization (BC-1) form, **signed by Mr. Martin** to print at Serna or a **Request for Live Scan Service form with SCUSD specific information** to print at Capital Live Scan. The cost for volunteer fingerprinting at Serna is \$47.00. This can be paid by debit/credit card or cash (exact change only). Capital Live Scan will charge an additional "roll fee". Fingerprints are "good" for the duration of "uninterrupted" volunteering in the district. If you have fingerprints on file with SCUSD you do not need to complete this process again unless you have had a 6-month lapse in "service", but please let the office know you have been previously fingerprinted. Call the Fingerprinting Office at 643-7449 for more information. Hours of operation are Mon-Fri. 8 am – 5 pm. **By Appointment Only.**
5. All parents who wish to drive on a field trip must have DMV clearance thru SCUSD.
 - **ALL drivers** must submit a "Release of Driver Record Information Form" and a copy of their driver license for clearance **every school year.**
 - **All drivers** must submit a "**Volunteer Personal Automobile Use Form**" and a copy of their **current auto insurance declaration page**. Proof of coverage is not enough. Minimum acceptable coverage is **100,000/300,000 liability, 50,000 property damage**. This page must include: the covered drivers name, the covered auto, policy expiration date, and show limits of liability.