

School Volunteers Most Frequently Asked Questions:

The following Q/A's are meant to help you answer some of the most commonly asked questions by prospective volunteers or other members of the school community interested in the topic. This is a non-exhaustive list, therefore, it will not answer all possible questions. If you need further assistance on this topic, please email a Human Resources staff member at pinfo@busd.net

1. Who is required to complete the Volunteer Application Forms (HR 10 A-C)?

Anyone interested in volunteering in the school/district setting in any consistent pattern and is not a district employee in any capacity.

2. Do parents wishing to visit their children every day during lunch need to complete a Volunteer Application Form (HR 10 A-C)?

The issue of allowing parents to visit with their children during lunch is up to each school. However, in direct response to this question, the answer is "No". If parents are strictly there to deliver lunch to their children and are surrounded by other supervising adults, they do not need to complete forms HR 10 A-C, nor do they need to be subjected to submit proof of TB clearance. This type of scenario is no different than that of parents being on school grounds to have parent conferences, check in with the teacher, work a game booth during a fun school night, etc.

3. Do volunteers who complete HR 10 A-C forms need to be fingerprinted?

Not necessarily. The process and responsibility for screening volunteers rests with the HR department, and while generally, it will not necessitate fingerprinting, it may be requested at the district's discretion, in which case the district would assume the financial burden.

4. How do I know if my volunteer has been approved?

The District (HR) will notify the school/department where the form was originated whether the request was approved/denied. HR will return the original request clearly marked with the approval or denial action. HR will retain an electronic copy. Schools/Departments are responsible for creating their respective tracking/file system of these forms.

5. How quickly will I know if my prospective volunteer has been approved?

24-48 hours.

6. How often does a volunteer need to submit the HR 10 A-C forms?

Annually.

7. Do prospective volunteer coaches need to submit the HR 10 A-C forms?

Yes.

School Volunteers Most Frequently Asked Questions - Continued:

8. Can schools advertise the need for volunteers through PTA channels?

Yes.

9. Where can the HR 10 A-C forms be accessed?

The District's Insider website. Schools/departments should get in the habit of always printing the forms from the Insider to ensure access to most current version.

10. Are prospective volunteers allowed to hand carry and submit the HR 10 A-C forms directly to the Human Resources department.

Yes. Generally in cases of sensitive information contained in the forms, a volunteer may feel more comfortable doing so.

Berryessa Union School District
VOLUNTEER APPLICATION FORM

HR 10-A

SCHOOL: _____ SCHOOL Year: _____

NAME _____
Last First Middle

HOME ADDRESS _____
City Zip

Home # _____ Cell # _____ Work # _____

Are you currently a regular or substitute employee of the Berryessa Union School District? Yes No
IF YOU ANSWERED "YES" TO THIS QUESTION, YOU MAY STOP HERE AND MAKE ARRANGEMENTS FOR YOUR SERVICES WITH THE SITE ADMINISTRATOR. IF YOU ANSWERED "NO", PLEASE PROCEED TO COMPLETE THIS FORM.

Have you ever been employed by the Berryessa Union School District? Yes No

California Drivers License Number _____

Do you have a child or children in the school? Yes No

My child or children's names are:

Child or Children's grade level: _____

Child or Children's teacher: _____

Brief description of service to be performed:

Days of Service: Monday Tuesday Wednesday Thursday Friday Others -- Explain

Dates of service from: _____ To: _____ Times _____ am/pm to _____ am/pm

Location where service is to be performed: _____

NOTICE: A person who is required to register as a sex offender shall not serve as a volunteer.

I have completed the above information truthfully and have read, understand, and will comply with district requirements and expectations for all volunteers. I authorize the Berryessa Union School District to conduct a criminal background check of school volunteers as permitted by law.

Signature _____ Date _____

FOR DISTRICT USE ONLY

Site Administrator's

Approval _____ Date _____

TB Clearance on File

Asst. Supt. HR Approval _____ Date _____

**Berryessa Union School District
EXPECTATIONS 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 of 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.
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.

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

Print Name _____

Signature _____ Date _____

Berryessa Union School District 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?

Yes No

Have you ever been convicted of any felony or misdemeanor?

Yes No

Have you ever been convicted of a felony or misdemeanor for any drug offense?

Yes No

Have you ever been convicted of a felony or misdemeanor for any violent offense?

Yes No

Have you ever been convicted of a felony or misdemeanor for any sexual offense?

Yes 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?

Yes No

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.

Print Name

Signature

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