

VOLUNTEERS

The District encourages parents/guardians and other persons of the community to share their time, knowledge, and experiences with students. Community volunteers enrich education programs and strengthen the school's relationship with homes, businesses, public agencies, and private institutions. By their presence in the classroom and on school grounds, volunteers also enhance supervision of the students and contribute to school safety.

Schools principals, or designees, may authorize the service of volunteers and shall comply with this policy to protect the safety of students, employees, visitors, and volunteers. Volunteers shall act in accordance with State laws and District Policies and procedures. While serving on school campuses, volunteers must conduct themselves in a manner that does not disrupt the educational environment but that reinforces the character, moral, and social development of students. While working with students, volunteers shall be under the direct supervision of certificated employees.

Volunteers serving on a regular basis at District schools and all volunteers not a parent, guardian or a close relative of a student or students at the school of service shall:

1. Complete an application for service as a volunteer in the District including notice and authorization for the School Police Department to conduct an automated criminal records check.
2. Submit to a criminal record clearance by the School Police Department through automated records check.
3. Provide evidence no more than sixty (60) days before or seven (7) days after volunteer service begins that they have been tested for and are free from active tuberculosis.

If you already have a current copy of your T.B. test, then attach the copy to the volunteer application and turn it in to the Athletic Director.

This application needs to be done every school year.

Athletic Coaching Volunteers Only:

Go to www.nfhslearn.com
You need to complete the
NFHS Fundamentals of Coaching Course

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
SCHOOL VOLUNTEER APPLICATION (Please type or print)

SCHOOL AND YEAR _____

WHAT SPORT WOULD YOU LIKE TO VOLUNTEER FOR? _____

Name _____
Last First Middle Maiden Name / Other names used

Residence Address _____
Street City State Zip

Home Telephone: _____ Work Telephone: _____

Emergency Contact Telephone: _____ Message Phone: _____

Birthday: _____ Social Security Number: _____

Driver's License: Yes () No () State: _____ License Number: _____

Length of Residence in San Bernardino: (Years) _____ (Months) _____

Previous Address (If Less Than Five (5) Years) _____

Physical Limitations: Yes () No () Explain _____

Relationship to any Student(s) / Staff Member(s) At School: (Name) _____

Languages Spoken: _____

Please respond to the following: "I am interested in volunteering because _____

I CERTIFY THAT THE ABOVE RESPONSES ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

You Must List any Convictions for the Last Three (3) Years: Date: _____ Charge: _____

Date: _____ Charge: _____ Date: _____ Charge: _____

Have you EVER been convicted of any sex offense for which you must register with any Law Enforcement Agency pursuant to Penal Code Section 290? Yes () No ()

I certify under Penalty of Perjury that the foregoing statements are true and complete, and I authorize the San Bernardino City Unified School District to complete a background check as a condition of school volunteer service, as provided by California Education Code § 45125.5

SIGNATURE _____ DATE _____

FORM MUST BE SENT TO SCHOOL POLICE WITHIN THREE (3) DAYS OF COMPLETION.

TB Test

You need to have a current TB test to volunteer with the San Bernardino Unified School District. If you have a current copy, please attach it to your application when you turn it in. If you do not have one, you can get one through your **own doctor** or you can go to Fox Medical Center in San Bernardino. The cost at Fox is \$20

Fox Occupational Medical Center
1375 Camino Real, Ste. 130
San Bernardino, CA 92408
909-884-1500
Monday, Tuesday, Wednesday and Friday (No Thursday)
From: 8:00 am to 4:30 pm

Background Check

PLEASE BE ADVISED ~

For any volunteer applicant who would like to expedite their clearance by purchasing a copy of their arrest record, the fee to purchase a criminal arrest record is **\$20**.

San Bernardino Sheriff's Department

655 East 3rd Street
San Bernardino, CA 92415

vdejong@sbcasd.org

Office (909) 387-3631

Cell (951) 318-8001

Hours of Operation:

Monday – Thursday 8–10:45 am and 1-4 pm

If you turn in your papers to the Athletic Director's office without this process it could take a minimum of 4 to 6 weeks to be cleared to coach. If you bring us your arrest record along with your volunteer application the process will be sped up.