

# REDWOOD CITY SCHOOL DISTRICT

## SCHOOL VOLUNTEER APPLICATION FORM

The undersigned desires to perform miscellaneous volunteer duties without compensation at \_\_\_\_\_ School. In consideration for permission to participate as a Volunteer, the undersigned agrees to hold harmless the Redwood City School District and its employees from any claims or damages for injuries arising out of volunteer participation.

**Signature of Volunteer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(If under 18 years of age)

**The Redwood City School District Human Resources Department asks for the following information:**

**Name:** \_\_\_\_\_  
Last First Middle

**Address:** \_\_\_\_\_  
Street City State Zip

**Telephone:** \_\_\_\_\_  
Home Work Mobile

**Notify in case of emergency:** \_\_\_\_\_  
Name and Relationship Telephone number(s)

**Email:** \_\_\_\_\_

*Note: This application must be completed and returned to the Principal before you begin your volunteer assignment.*

**School office Use:**

**Date faxed to Human Resources** \_\_\_\_\_ **Fingerprints necessary? Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**Site Authorization Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Do Volunteers need to be fingerprinted and have TB clearance?**

The decision to fingerprint volunteers must be made in light of the functions the volunteer will perform.

If the volunteer will **not** be left alone with a group of children because a certificated school employee is **always** present, then the volunteer need not be fingerprinted unless the district adopts a policy that requires fingerprint clearance of all volunteers.

## **If the volunteer will be the only adult responsible for the students, other than his or her own child, then fingerprinting is required.**

The Board can determine which volunteers, if any, must be fingerprinted in circumstances other than the last instance cited above (see Education Code Section 35021 and 45125[1]). There are no requirements for volunteers to have TB tests in order to work in the schools.

### Education Code 35021

- (a) Notwithstanding any other law, any person, except a person required to register as a sex offender pursuant to Section 290 of the Penal Code, may be permitted by the governing board of any school district to perform the duties specified in Section 44814 or 44816, or to serve as a non-teaching volunteer aide under the immediate supervision and direction of the certificated personnel of the district to perform non-instructional work which serves to assist the certificated personnel in performance of teaching and administrative responsibilities. With respect to this non-instructional work, the non-teaching volunteer aide shall serve with compensation of any type or other benefits accorded to employees of the district, except as provided in Section 3364.5 of the Labor Code.
- (b) No district may abolish any of its classified positions and utilize volunteer aides, as authorized herein, in lieu of classified employees who are laid off as a result of the abolition of a position. A district shall not refuse to employ a person in a vacant classified position and use volunteer aides in lieu of filling the classified position.
- (c) It is the intent of the Legislature to permit school districts to use volunteer aides to enhance its educational program but not to permit displacement of classified employees nor to allow districts to utilize volunteers in lieu of normal employees requirements.

### Education Code 45125

- (a)(1) Except as provided in Section 45125.01, the governing board of any school district shall require each person to be employed in a position not requiring certification qualifications, except a secondary school pupil employed in a temporary or part-time position by the governing board of the school district having jurisdiction over the school attended by the pupil, to have two fingerprint cards bearing the legible rolled and flat impressions of the person's fingerprints together with a personal description of the applicant prepared by a local public law enforcement agency having jurisdiction in the area of the school district, which agency shall transmit the cards, together with the required by subdivision(f), to the Department of Justice; except that any district, or districts with a common board, may process the fingerprint cards if the district so elects.