

Volunteer Application Procedures

(Revised on 9/10/10)

In accordance with Board Policy and Administrative Regulation 6801, the following procedures for volunteers have been established.

1. For volunteer applicants who will be working **less than four hours per week** (on average, over a four-week period), the following procedures shall apply.
 - a. A volunteer shall submit a completed volunteer application to the school site.
 - b. School site staff shall review the application to ensure it has been completed in its entirety.
 - c. School site staff shall verify that the applicant will be assigned less than four hours per week (on average).
 - d. Site staff shall verify that the applicant is not listed on the State of California Megan's Law website site.
 - e. Site staff may then notify the applicant that they have been approved to work as a volunteer.
 - f. In the event an applicant is found to be listed on the State of California Megan's Law website, site staff shall immediately notify Steve Ellis, Coordinator, Campus Security and forward a copy of the application to Instructional Support. Mr. Ellis will follow up with local law enforcement and the applicant.

2. For volunteer applicants who will be working **more than four hours per week** (on average over a four-week period), the following procedures shall apply.
 - a. A volunteer shall submit a completed volunteer application to the school site.
 - b. School site staff shall review the application to ensure it has been completed in its entirety.
 - c. School site staff shall verify that the applicant will be assigned more than four hours per week (on average).
 - d. Site staff shall verify that the applicant is not listed on the State of California Megan's Law website site.
 - e. Site staff shall fax the volunteer application to Human Resources (**Fax Number: 951-736-8237**).
 - f. Ask the volunteer applicant to call Human Resources to make an appointment for fingerprinting (**Phone Number: 951-736-8200**).
 - g. Volunteers will write a check **payable to the school site for the amount of \$22**.
 - h. Human Resources will subsequently charge the school site base on the account information listed on the volunteer application.
 - i. Human Resource's staff will forward the application with fingerprint results to Steve Ellis, Coordinator, Campus Security.
 - j. Mr. Ellis's office will forward an approval or denial letter to the applicant and the school site (copy to school principal and, Irene Ochoa, Fingerprinting Technician).
 - k. An approval letter, unless rescinded, is permanent; a volunteer applicant does not need to be re-fingerprinted in future years (this is because the district will receive any subsequent arrest reports for the fingerprinted applicant in perpetuity).
 - l. In the event a subsequent arrest report is received on a previously cleared applicant, information will be forwarded to Mr. Ellis's office, who will notify the school, fingerprinting technician and the volunteer that their volunteer authorization has been rescinded.