

SES Volunteers Needed

Have you ever thought about volunteering? It's a great way to be involved in your student's school and, at the same time, play an important role in the school's growth and overall success.

Volunteers are needed in a variety of situations during school hours! Below is a list of areas where volunteers are needed on a regular basis. Read over this list and decide what area(s) fit you best. Included in the newsletter is a **School Volunteer Sign-Up** sheet. Please return it to the office as soon as possible.

School Office

- Answering phones
- Assisting at the counter
- Making copies
- Assisting teachers

Supervision of the School Perimeter before/after school

(8:45 am – 9:30 am) (3:20 pm – 4:00 pm)

Assisting at:

- Special events/functions
- Chaperoning dances
- Student Government activities, i.e., Student Store, book fair, fund raisers
- Field Trips
- Driving/chaperoning field trips
- Be on a list for last minute trips/functions/special events
- Driving students to job shadowing

What part would fit you best? Help develop a positive and safe school community! Stop by or call (916-433-5423) the office today for information on how you can make your student's junior and senior high school years the best!

VOLUNTEER SCREENING REQUIREMENTS:

If a prospective volunteer has already been fingerprinted and had their background checked and has volunteered at an SCUSD school or office each year since this screening, then prospective volunteer must only complete a SOC-1 form and submit it to the school site. There is no charge for this screening. SOC-1 forms can be found in the school office or online at http://www.scusd.edu/volunteer_office/SOC-1.pdf.

NO SCREENING REQUIRED – LEVEL 1

Screening is not required for volunteers who have no student contact and whose duties are primarily conducted off campus. Examples include parents who volunteer on behalf of their child's school to correct papers, make telephone calls to other parents, bake cookies for the class, or attend a school-wide event where they are fully supervised by staff.

SCREENING REQUIRED – LEVEL 2 & 3

To protect students, SCUSD policy requires that all other volunteers, including parent volunteers, be screened. Different levels of screening are required for the different types of volunteers:

VOLUNTEERS WITH NO UNSUPERVISED STUDENT CONTACT – LEVEL 2 (Staff Supervisor Present)

Regular volunteers who will NOT be working directly with students and/or have NO unsupervised contact with students must only pass the sex offender screening. Office volunteers and volunteer instructional aides are examples. A prospective volunteer in this category must complete a SOC-1 form (http://www.scusd.edu/volunteer_office/SOC-1.pdf) and submit it to the school site. There is no charge for this screening.

VOLUNTEERS WITH POSSIBLE UNSUPERVISED STUDENT CONTACT – LEVEL 3 (No Staff Supervision Present)

Volunteers whose work duties involve direct student contact when there is any possibility that such contact may occur outside the direct supervision of SCUSD staff must pass the fingerprinting (full background check). Examples might include mentors, field trip drivers or chaperones or volunteer coaches. Fingerprinting includes a full review of the applicant's criminal background check including sex offenses, driving and drug and alcohol convictions. A prospective volunteer in this category must complete a BC-1 form (http://www.scusd.edu/volunteer_office/BC-1.pdf) and submit it to the school site for approval before coming to the district office to complete the fingerprinting. Please check with the school site about how to handle the cost.

SCHOOL VOLUNTEER SIGN-UP SHEET

All volunteers have to annually fill at the SOC-1 form. Please pick up a form at the office. You can return it to the office and it will be sent on to the District for processing. If you volunteer for an event where you will be alone with students, without a teacher present, i.e., driving students for job shadowing, chaperoning on field trips, you must be fingerprinted, and this can be done at the Serna Center. As long as there has not been a break in your volunteer status with the District of more than six months, you do not have to be refingerprinted.

Please add my name to your list for volunteering at school. I'm available to:

_____ Work in the school office (answering phones, assisting at the counter, making copies, assisting teachers)

_____ Supervise the school perimeter before school (8:45 a.m. to 9:30 a.m.)

_____ Supervise the school perimeter after school (3:20 p.m. to 4:00 p.m.)

_____ Chaperoning and assisting at after school and evening events

_____ Assisting with Student Government (student store, book fair, fundraisers)

_____ Chaperoning field trips

_____ Driving students to job shadowing

_____ Be on a list for last-minute notice of trips/functions/special events

_____ I have filled out the SOC-1 form and had a background check.

_____ I have filled out the SOC-1 form, had a background check, and have been fingerprinted.

Name: _____ Telephone: _____

Email: _____