

Quick Reference Guide to Volunteering

As a new school volunteer applicant, you will need to complete a Volunteer Application Form (located at the end of this packet) and wait for clearance **PRIOR** to volunteering in our schools. Depending upon the type of contact with our students, you will be grouped into one of three volunteer levels:

	Volunteer I	Volunteer II	Volunteer III
Definition by Level	<p>A <u>Volunteer I</u> is defined as an individual who, with school district approval, assists students, schools, and teachers under the direct supervision (direct visibility) of certificated personnel and is never left alone with students.</p>	<p>A <u>Volunteer II</u> is defined as an individual who, with school district authorization, voluntarily assists school districts, schools, educational programs, or students on a regular and ongoing basis and who may under the direction of certificated personnel work with students outside the direct supervision of staff.</p>	<p>A <u>Volunteer III (athletic coaches & activity supervisors)</u> is defined as an individual who, with school district authorization, voluntarily assists school districts, schools, educational programs, student activity programs, or students on a regular and ongoing basis and who may at times work with students outside the direct supervision of staff.</p> <p>Note: There is required training for athletic coaches (Please work</p>



			with our Human Resource Department).
Examples and Authorization by Level	<p>Examples of a Volunteer I include, but are not limited to individuals who participate as a guest reader, assist with class parties or projects or school-wide or grade level projects, provide clerical or library help, or individually observe a classroom, one-time classroom presentations, fund raising and special events.</p> <p>A Volunteer I is not authorized to chaperone field trips and may not drive for field trips.</p>	<p>A Volunteer II may perform all the duties of a Volunteer I and in addition: supervise students during lunch, breakfast, or other nutritional periods or may serve as a non-teaching aide under the supervision and direction of certificated personnel to perform non-instructional work which assists certificated personnel in the performance of teaching and administrative responsibilities.</p> <p>A Volunteer II may chaperone field trips and/or drive for field trips/athletic events <i>if</i> authorized as a Driver.</p>	<p>A Volunteer III may perform all of the duties of a Volunteer II and in addition assist student activity programs which include, but are not limited to, scholastic programs, interscholastic programs, athletic programs and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band.</p> <p>A Volunteer III may chaperone field trips and/or drive for field trips/athletic events <i>if</i> authorized as a Driver.</p>



<p>Requirements by Level</p> <p>Submit all documents to School Office or Human Resources Department</p>	<p><u>Volunteer I Checklist:</u> To become a Level I Volunteer, you must complete the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Volunteer I Application Form – annual requirement <input type="checkbox"/> Signed Volunteer Responsibilities Form (Page 5-6 of this packet) <input type="checkbox"/> Provide proof of identification, such as a California Driver’s License, California ID, etc. <input type="checkbox"/> Submit a negative TB test clearance – submitted every four years thereafter <input type="checkbox"/> Human Resources will conduct a Megan’s Law National Search Review of your name <input type="checkbox"/> Read and understand the RUSD Volunteer Handbook 	<p><u>Volunteer II Checklist:</u> To become a Level II Volunteer, you must complete the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Volunteer II Application Form – annual requirement <input type="checkbox"/> Signed Volunteer Responsibilities Form (Page 5-6 of this packet) <input type="checkbox"/> Provide proof of identification, such as a California Driver’s License, California ID, etc. <input type="checkbox"/> Submit a negative TB test clearance – submitted every four years thereafter <input type="checkbox"/> DOJ and FBI Fingerprint Clearance <input type="checkbox"/> Undergo a background check (Department of Justice -DOJ and Federal Bureau of Investigation -FBI) (Form available at school office) 	<p><u>Volunteer III Checklist:</u> To become a Level III Volunteer, you must complete the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Volunteer III Application Form – annual requirement <input type="checkbox"/> Signed Volunteer Responsibilities Form (Page 5-6 of this packet) <input type="checkbox"/> Provide proof of identification, such as a California Driver’s License, California ID, etc. <input type="checkbox"/> Submit a negative TB test clearance – submitted every four years thereafter <input type="checkbox"/> DOJ and FBI Fingerprint Clearance <input type="checkbox"/> Undergo a background check (Department of Justice -DOJ and Federal Bureau of Investigation -FBI) (Form available at school office)
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		<input type="checkbox"/> Read and understand the RUSD Volunteer Handbook	<input type="checkbox"/> Provide valid CPR/AED and First Aid Card – Biannual <input type="checkbox"/> Read and understand the RUSD Volunteer Handbook Athletic Coaches must complete the following training: <input type="checkbox"/> Child Abuse Mandated Reporter <input type="checkbox"/> Concussion Prevention <input type="checkbox"/> Sudden Cardiac Arrest Prevention <input type="checkbox"/> CPR/AED/First Aid <input type="checkbox"/> School Nurse Consultation
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