

**Silver Valley Unified School District – Volunteer Application  
2017 / 2018 School Year**

To ensure the safety of all SVUSD students and staff, individuals must go through the district's volunteer application process and be approved before beginning a volunteer assignment. Volunteers are individuals that will be on campus for more than (4) hours per month, including non-staff coaches, and chaperones for day and overnight field trips.

(BP/AR 1240)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Please check one of the following:**      New Volunteer \_\_\_\_\_      Returning Volunteer \_\_\_\_\_

Name of children: \_\_\_\_\_

**PLEASE INDICATE WHICH SCHOOL SITES YOU WOULD LIKE TO VOLUNTEER AT:**

<input type="checkbox"/> Alternative Education Center	<input type="checkbox"/> Silver Valley High School	<input type="checkbox"/> Newberry Elementary
<input type="checkbox"/> Fort Irwin Middle School	<input type="checkbox"/> Tiefert View Intermediate School	
<input type="checkbox"/> Lewis Elementary School	<input type="checkbox"/> Yermo School	

Address: \_\_\_\_\_  
Street or P.O. Box      City      State      Zip Code

Mailing Address: \_\_\_\_\_  
Street or P.O. Box      City      State      Zip Code

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ Email \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor?      Yes \_\_\_\_\_      No \_\_\_\_\_

If yes, explain:

**REQUIREMENTS THAT MUST BE MET PRIOR TO VOLUNTEER WORK:**

- \* Current Tuberculosis (TB) Assessment Certification or test.
- \* Checked against The Registered Sex Offenders list.
- \* Signed Expectations for Volunteers agreement.
- \* Cleared Fingerprinting
- \* Meet with Site Administrator to sign expectations form

Date of last TB assessment/test: \_\_\_\_\_ Please note: TB assessments or TB tests must be repeated every four (4) years.

**PLEASE ATTACH A COPY OF YOUR TB ASSESSMENT OR TEST RESULTS.**

**ONCE THE SCHOOL ADMINISTRATOR RECEIVES YOUR APPLICATION; IT WILL BE SENT TO THE HUMAN RESOURCES DEPARTMENT FOR REVIEW.**

- \* HR Department will call to schedule an appointment for fingerprints at the district office

The results are generally received within one week.

- \* You need to have fingerprinting done regardless of clearance (Federal, State, County, Local Government, Military, Other School Districts, etc.).

**PLEASE HAVE THE ADMINISTRATOR OF EACH SITE THAT YOU WOULD LIKE TO VOLUNTEER FOR SIGN BELOW.**

Administrator \_\_\_\_\_ Administrator \_\_\_\_\_

Administrator \_\_\_\_\_ Administrator \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed on: \_\_\_\_\_ Prints Cleared on: \_\_\_\_\_ Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

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**Expectations for Volunteers**

1. Volunteers are not to displace regularly authorized school personnel, but are to perform tasks that will enhance the learning environment.
2. Volunteers must follow the directions provided by the supervising certificate employee.
3. Volunteers are not to interact or touch students in any way considered harmful.
4. Volunteers are to work with all Students assigned by the supervising certificated employee.
5. While performing volunteer duties, volunteers might observe confidential information that includes, but is not limited to, test scores, medical conditions, and disciplinary records. Volunteers must understand that confidential matters observed on the school campus are kept confidential. Volunteers are prohibited from taking photographs on campus without expressed , written consent from an administrator.
6. The Principal shall be fully responsible for all volunteers on campus. The Principal shall ensure that all volunteers receive site specific training, i.e. how to safely use equipment, understanding the site’s emergency procedures (i.e. fire drills), sign-in and out procedures, etc. The Principal also has the authority to dismiss any volunteer who does not adhere to these expectations, presents a safety/security threat to the campus, or is hindering the educational objectives of the site. Any concerns the volunteer may have regarding the Principal’s decision may be addressed through the formal complaint process.
7. Volunteers must dress appropriate to being on a school campus.
8. Non-school aged children are not allowed to accompany a classroom volunteer in class, workroom, staff lounge, etc.

**Volunteer’s Application Agreement**

*I have read and understand the above set of expectations. I agree to abide by them and to follow the directions given to me by the supervising certificated employee. I further understand if I do not abide by the above expectations I may be held personally liable and responsible for my actions and I will not be allowed to continue volunteer services for Silver Valley Unified school District.*

\_\_\_\_\_  
Volunteer’s Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer’s Signature

\_\_\_\_\_  
Phone Number

**Note: YOU MUST SUBMIT A NEW APPLICATION EACH NEW SCHOOL YEAR!!!!**  
**You will not have to have fingerprints or TB re-done as long as they remain valid.**