

# VOLUNTEER PROGRAM CHECKLIST

Volunteer Name: \_\_\_\_\_

Anticipated Dates of Volunteer Service: \_\_\_\_\_

1. Volunteer Application Completed [Date:\_\_\_\_\_]
2. Volunteer Acknowledgement of Workers' Compensation Signed [Date:\_\_\_\_\_]
3. Volunteer Handbook Provided to Volunteer [Date:\_\_\_\_\_]
4. SISC On-line Training: Becoming an Effective Volunteer, Bloodborne Pathogens, Injury and Illness Prevention Program, Mandated Child Abuse Reporting for Educators, Sexual Harassment (Non-Supervisors), Staff and Student Relationships, Suicide Prevention AB 2246, Tehachapi USD – Bullying and Harassment Recognition and Prevention [Date:\_\_\_\_\_]
5. DOJ Fingerprint Clearance and Criminal Background Check [Date:\_\_\_\_\_]
6. Driver License and Auto Insurance Verification Obtained [Date:\_\_\_\_\_]
7. Applicable Certification Verification [Date:\_\_\_\_\_]

## Application Guide:

**Classroom/Playground** (the volunteer must be under constant supervision of a certificated teacher and under no circumstances is the volunteer to be alone with students)

1, 2, 3, 4

## Chaperone

1, 2, 3, 4, 5 (add 6 if volunteer will be driving)

## Coach

1, 2, 3, 4 (All Athletics/Coaches Training), 5, 6, 7

**Work Projects/Carnivals** (one-time events)

1, 2, 3, 4

# VOLUNTEER PROGRAM APPLICATION

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Please provide two references:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone#: \_\_\_\_\_

Special Skills, Talents and Languages:

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Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you have a driver license? \_\_\_\_\_ Are you available/interested in providing transportation? \_\_\_\_\_ If Yes, you will need to complete an **Authorization for Release of Driver Record Information** form. Once completed, please bring your **Form, Driver License** and **Proof of Insurance** to the District Office.

How did you become interested in the volunteer program?

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**Assignments Preferred (School Site, Classroom, assignment):** \_\_\_\_\_

\_\_\_\_\_

**Previous Volunteer Experience:** \_\_\_\_\_

\_\_\_\_\_

**Other Applicable Experience:** \_\_\_\_\_

**Certification or Licenses Held:** \_\_\_\_\_

**Hours Available:**

**Sunday** \_\_\_\_\_ **Monday** \_\_\_\_\_ **Tuesday** \_\_\_\_\_

**Wednesday** \_\_\_\_\_ **Thursday** \_\_\_\_\_ **Friday** \_\_\_\_\_

**Saturday** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Volunteer Acknowledgement and Notice of Amended Education Code Section 35021:**

Have you ever been convicted of a violation or attempted violation of Section 243.4 of the Penal Code, a sex offense against a minor, or of any felony, which requires registration pursuant to Section 290 of the Penal Code? \_\_\_  
\_\_\_\_\_ Yes \_\_\_\_\_ No

I declare under penalty of perjury that I am aware of amended Education Code Section 35021 and its application and that I am not a registered sex offender nor am I required to register as a sex offender.

\_\_\_\_\_ Signature

**Criminal Record Response:**

**Date of Infraction:** \_\_\_\_\_

**Penal Code(s) if known:** \_\_\_\_\_

**Brief explanation of infraction(s):**

\_\_\_\_\_

\_\_\_\_\_

***\*A conviction will not necessarily disqualify you from volunteering.***

**VOLUNTEER PROGRAM  
MINOR (AGES 15-17) APPLICATION**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Date of Birth (Month/Day/Year):** \_\_\_\_\_

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

**Names of Parents or Guardians:** \_\_\_\_\_

**Parents' or Guardians' Daytime Phone:** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Career Interests:**

\_\_\_\_\_  
\_\_\_\_\_

**Special Skills, Talents and Languages:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**How did you become interested in the volunteer program?**

\_\_\_\_\_  
\_\_\_\_\_

**Assignments Preferred:** \_\_\_\_\_

**Previous Volunteer Experience:** \_\_\_\_\_

\_\_\_\_\_

**Other Applicable Experience:** \_\_\_\_\_  
\_\_\_\_\_

**Hours Available:**

**Sunday** \_\_\_\_\_ **Monday** \_\_\_\_\_ **Tuesday** \_\_\_\_\_

**Wednesday** \_\_\_\_\_ **Thursday** \_\_\_\_\_ **Friday** \_\_\_\_\_

**Saturday** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent or Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Volunteer Acknowledgement and Notice of Amended Education Code Section 35021:**

Have you ever been convicted of a violation or attempted violation of Section 243.4 of the Penal Code, a sex offense against a minor, or of any felony, which requires registration pursuant to Section 290 of the Penal Code? \_\_\_  
\_\_\_\_\_ Yes \_\_\_\_\_ No

I declare under penalty of perjury that I am aware of amended Education Code Section 35021 and its application and that I am not a registered sex offender nor am I required to register as a sex offender.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Applicant Signature

**Criminal Record Response:**

**Date of Infraction:** \_\_\_\_\_

**Penal Code(s) if known:** \_\_\_\_\_

**Brief explanation of infraction(s):**  
\_\_\_\_\_  
\_\_\_\_\_

***\*A conviction will not necessarily disqualify you from volunteering.***

**VOLUNTEER PROGRAM  
ACKNOWLEDGEMENT OF WORKERS' COMPENSATION**

I hereby acknowledge that as a volunteer for the District in the capacity of \_\_\_\_\_, I am not an employee of the District, but that I am covered under the District's workers' compensation plan since the District has adopted a resolution extending workers' compensation coverage to certain volunteers in specified categories pursuant to Labor Code Section 3363.5.

As a volunteer who is covered under the District's workers' compensation plan, I expressly agree and acknowledge that workers' compensation is my exclusive remedy for any injury suffered while performing said volunteer duties, and that I cannot and will not seek to bring any other claim or actions of any type whatsoever against the District, its employees, officers, agencies, other volunteers and officials.

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

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Parent or Guardian Signature (if minor):

\_\_\_\_\_

# VOLUNTEER HANDBOOK

## Overview

The volunteer program is designed to coordinate and manage volunteer efforts, which support existing services placing special emphasis on the District's priorities. With this in mind, it is important to effectively match individuals and others interested in providing volunteer services to district departments that have exciting and fun work opportunities.

The purpose of this handbook is to provide guidance and direction to staff and volunteers alike. As you begin volunteering for the District, you may have questions. This handbook is intended to help you answer those questions and to give you the information necessary to help make your time spent volunteering a positive experience.

## Mission

The District's volunteer program is committed to encouraging community participation and the comprehensive coordination of volunteers to enhance services.

The volunteer program objectives are:

- A. To develop a reliable and varied skilled network of personnel to support the delivery of services to students.
- B. To bring together volunteer resources and augment District services including, but not limited to the following areas: recreation and sports programs, literacy improvement, gang and substance prevention, public safety, information and service referrals, and maintenance of District facilities and grounds.

## Volunteer Services

The Personnel Department is responsible for coordination of staff and volunteers so that their combined efforts jointly enrich and expand opportunities for the delivery of quality services to the students. The Personnel Department is responsible for planning the effective use of volunteers, assisting staff in identifying productive and creative roles, recruiting suitable volunteers, and tracking and evaluating their contribution to the District.

## 1. BECOMING A VOLUNTEER

We are pleased that you have expressed interest in becoming a volunteer with the Tehachapi Unified School District. Others like you have volunteered for

many reasons, including learning new skills, meeting new people or making a difference in our community.

Each volunteer must complete an initial application. If you are a minor, your parents must also sign these forms. No one may volunteer unless a completed application is on file with the Personnel Department.

All volunteers go through a formal screening process and must be accepted by the District as a volunteer. The amount of screening will depend upon the type of volunteer opportunity you choose. A minimum of two references will be contacted. Also, a motor vehicle driving record check and/or a criminal record background check may occur.

Upon completion of the screening process, you will receive an orientation from the School Site. You will also receive specific training from the staff member to whom you will report.

## **2. BEING A VOLUNTEER**

### ***District Policies***

There are several District policies that apply to volunteers. Please refer to the Section III for highlighted information regarding these issues and policies. Complete copies of these policies are available in the Personnel Department.

### ***Insurance***

Liability insurance is provided to you as a volunteer for the District. As a volunteer, you are covered by the District's general liability policy so long as you are acting within the scope and course of your assigned duties.

Automobile insurance follows the automobile. If you are driving a District vehicle, District insurance will be in effect. Likewise, if you are driving your own vehicle, even while on District business, your automobile insurance will be applicable on a primary basis per the California Vehicle Code, CVC 17152.

We conduct a motor vehicle driving record check for all volunteers who drive as part of their volunteer work, so we ask that you provide proof of insurance and a copy of your driver's license to the Personnel Department if this applies to you.

### ***Expenses***

Volunteers are reimbursed for expenses which have been **pre-approved** by your supervisor. Mileage will also be reimbursed if **pre-approved** by your supervisor. You may, however, claim a mileage tax deduction instead of taking the reimbursement. Please consult with your accountant or the Internal Revenue Service for current mileage reimbursement rates or tax benefits. If you do choose to claim mileage, you will be required to complete the District's mileage reimbursement form and obtain approval from your supervisor before payment can be made to you.

You may also be eligible for a number of other tax benefits as a volunteer under the general charitable contribution deduction of the Internal Revenue Code. Deductions are explained in Internal Revenue Service Publication Number 526, Income Tax Deduction for Contributions. A copy of this document is available in the Personnel Department. Please be sure and check with your tax advisor or the Internal Revenue Service for specific deductions allowed, as the District does not provide this service.

### ***Volunteer Hours***

The District must keep track of the hours you volunteer to assure coverage under our self-insured liability and workers' compensation programs. Time records are used to determine how service levels have increased and which services have been enhanced by volunteers. Timesheets are to be filled out each time a volunteer works, at the end of the month, or whenever stipulated by the supervisor. Each volunteer is asked to follow this practice. Volunteers might also want to maintain this record to document their experience and commitment.

### ***Placement and Schedules***

Work schedules of volunteers are diverse and varied depending on the department, program and or location of volunteers. Volunteers should work with their supervisor to set a schedule that is mutually acceptable. If a volunteer cannot make it to his or her assignment on a scheduled day, the volunteer should notify his or her job supervisor as soon as possible.

### ***Volunteer Duties***

A description of your assignment will be developed prior to your volunteer placement so that you are provided a clear, complete and current description of the duties and responsibilities of your assignment. In addition, a listing of volunteer assignment qualifications, a designated work space and supervisor will also be provided. You may not perform professional services for which certification is required, unless you already hold the appropriate certificate or license, and have received approval from the Personnel Department. Upon seeking approval, please make sure to provide copies of any certificates or licenses, including any special driving licenses, first aid or CPR certification.

### ***Problem Solving***

If a problem should arise concerning any condition of your volunteering with the District, you should attempt to reconcile the matter with your supervisor. All volunteers are encouraged to attempt to settle problems or issues requiring attention within the department to which the volunteer is assigned. However, if you feel that a workable agreement or a satisfactory solution to your problem has not been reached from discussion within the department, then notify the Personnel Department.

## **Other Responsibilities**

1. Keep your work commitment.
2. Inform your supervisor if you have a planned absence.
3. Accept training and participate in other job development activities.
4. Adhere to all confidential requirements in the course of carrying out duties and responsibilities.
5. Never use job knowledge or contacts for personal gain.
6. Treat students, co-workers and others with respect.
7. Be aware of procedures and rules, including safety rules.
8. Report all on-the-job accidents and injuries to your supervisor immediately.
9. Report any unsafe practices or procedures to your supervisor.
10. Cooperate and assist in the investigation of any work accident.
11. Follow personal hygiene and grooming habits, as well as manner of dress, that allow you to safely complete volunteer duties.
12. Obtain and wear/use any specialized safety clothing or equipment.
13. Wear seat belts when driving on District business.
14. Be cooperative by accepting instructions, guidance, and suggestions from staff.

If you have questions about any of this information, you should speak with your supervisor or the Personnel Department.

## **3. DISTRICT POLICIES**

### ***Risk Management***

Before volunteers begin their service, the supervisor is responsible for informing the volunteer of safe work practices as required for all employees. Any injury to the volunteer or losses to any third party which involved a volunteer must be reported and processed in accordance with existing District policies on matters of this nature.

## ***Accidents in District Vehicles***

In the event of an accident involving a District vehicle or your own vehicle, you should immediately contact the local police. You are also responsible for immediately notifying your supervisor, who will help you complete an accident investigation form along with any other required documents.

Any volunteer, during the course of volunteering, involved in a serious motor vehicle accident may be required to take a urine, blood or breath test to determine whether or not that volunteer's ability to drive was impaired by alcohol or a controlled substance as defined by state statutes.

## ***Smoking***

Smoking is prohibited in all District facilities, including all District vehicles. Volunteers and employees who wish to smoke may do so off school premises.

## ***Alcohol***

Volunteers shall not consume or possess alcoholic beverages on conducting any District business or on any district premises. Volunteers who violate this policy are subject to immediate dismissal.

## ***Drugs***

Any volunteer who uses, brings, possesses or is suspected of being under the influence of any form of narcotic, drug, or hallucinogen, except prescribed drugs and under the direction of a physician, is subject to immediate dismissal. In addition, any volunteer who transfers, sells, or attempts to sell same on District property or while on District business, at any time, is subject to immediate dismissal.

## ***Software Piracy***

The Agency complies with all copyright laws for software programs installed and used on District-owned computers. Volunteers are expected to adhere to the District's policy, which includes prohibiting the use of unauthorized copies of software on District computers; prohibiting the installation of software on District computers that was not purchased through appropriate District policies; and understanding that all computers, software and computer information is District property. Therefore, all who use District computers cannot assume any right to privacy in such use.

## ***Volunteers Serving Minors***

The District will exercise appropriate care in the placement of volunteers into positions serving populations that include students. Depending on the nature of the assignment, volunteers may be required to be fingerprinted and submit to a background check. You will be informed if fingerprinting is required for your position. Volunteers who do not agree to the required screening may be refused an assignment.

## ***Harassment***

All District workers have a right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive or disruptive. Consistent with the Agency's respect for the rights and dignity of each employee and volunteer, harassment based on race, color, religion, sex, national origin, age, disability, sexual orientation or any characteristic protected by law, will not be sanctioned or tolerated.

## ***Dismissal***

Volunteers who do not adhere to the rules, policies and regulations of the District, or fail to perform their assignments satisfactorily, are subject to dismissal. A volunteer may be dismissed at any time. The District reserves the right to request that a volunteer leave immediately if circumstances warrant such action.

## ***Attendance Policy***

Volunteers are expected to always be prompt and on time in reporting for their assignment. Being late may inconvenience those who are counting on your presence. If unforeseen circumstances make you late, please notify your supervisor in advance. For those times when you are ill and unable to work, call your supervisor or department as early in the day as possible. Failure to appear for your shift without notifying your staff supervisor may result in your dismissal from the volunteer program.

## ***Use of Minor Volunteers***

Because of various liability concerns, as well as several applicable state and federal child labor laws, the district does not encourage the use of volunteers who are under 15 years of age.

## ***Code of Ethics***

We encourage you to read and practice the following code of ethics for volunteers:

As a volunteer, I realize that I am subject to a code of ethics similar to that which binds the professionals in the fields in which I work. Like them, I assume certain responsibilities and expect to account for what I do in terms of what I am expected to do.

- A. I will keep confidential matters confidential.
- B. I interpret 'volunteer' to mean that I have agreed to work without compensation, but having been accepted as a worker, I expect to do my work according to standards.
- C. I promise to work with an attitude of open-mindedness; to be willing to be trained for the assignment; to bring to the assignment interest and attention.

- D. I realize that I may have personal and educational qualities that my co-workers may not have and that I should use these to enrich the projects which we are working on together.
- E. I realize, also, that I may lack personal or educational qualities that my co-workers have, but I will not let this make me feel inadequate, but will contribute to the team with the assets that I have.
- F. I understand that I am expected to live up to my work commitment, and I will give ample notice if I cannot fulfill it.
- G. I believe that my attitude toward volunteer work should be professional.
- H. I believe that I have an obligation to my work, to those who direct it, to my colleagues, to those for whom it is done, and to the public.

#### **4. VOLUNTEER RIGHTS**

Each volunteer in the District is viewed as an important part of the organization's ability to get the job done. As a volunteer you are afforded rights as individuals and volunteers. Below are some of the rights volunteers may expect during their tenure with the District.

- A. Volunteers are to be treated with respect and courtesy.
- B. Volunteers are to receive proper training for the job to be done.
- C. Volunteers are to be informed about any reimbursement policy, e.g. for the use of private cars, etc.
- D. Volunteers are not to be discriminated against because of race, ethnicity, religion, gender, age, handicap, marital status, family, or sexual orientation.
- E. Volunteers will receive information on issues regarding legal protection, liability and other concerns.
- F. Volunteers will be recognized for their efforts in providing program services.
- G. Volunteers will be treated as co-workers.
- H. Volunteers will know as much about the organization as possible.
- I. Volunteers will be evaluated and receive recognition.