

# Volunteer Application Packet



Natomas Unified School District  
1901 Arena Blvd.  
Sacramento, CA 95834  
(916) 567.5400  
[www.natomasunified.org](http://www.natomasunified.org)

# Steps to Becoming a Volunteer with NUSD

- ☐ Complete the [NUSD Volunteer Packet](#) (attached).
- ☐ Obtain signature approval from the site administrator at the school site selected for Volunteer Service.
- ☐ Obtain TB clearance and provide clear results as a part of this application.
- ☐ Participate in Mandated Reporter Training (link will be provided to you).
- ☐ ALL volunteers must complete LiveScan fingerprinting. Once your application has been submitted, with your clear TB test, you will be provided a LiveScan form to use at a local LiveScan location.
- ☐ Once the background clearance is completed, the NUSD HR department will review your completed packet and contact the designated school site(s) with permission for you to begin volunteer service.



Thank you for showing interest in volunteering in Natomas Unified School District. Every neighborhood and community has a stake in student success and your help truly does make a difference in the lives of our students.

Our goal is to effectively and safely use parent and community volunteers. Board Policy and the Education Code require screening of all volunteers whether it is short-term, project-specific or ongoing volunteer work.

If you have questions or concerns, please contact Human Resources at (916) 561-5299 or [hr@natomasunified.org](mailto:hr@natomasunified.org).

On behalf of the Board of Trustees and District Administration, thank you for sharing your valuable time to support the students and schools of Natomas.

Your efforts are greatly appreciated!

The NUSD Volunteer Packet includes:

- Steps to Becoming an NUSD Volunteer
- NUSD School Sites
- Definition of a Volunteer
- Definition of a Visitor
- Volunteer FAQs
- Volunteer Application Form
- Code of Conduct
- Volunteer Automobile Use Form
- Volunteer Rules and Regulations - Board Policy/Administrative Regulation 1240

If you have any questions, please contact the Human Resources Division of the CAO's Office at 916-561-5299 or 916-567-5470 or by emailing [hr@natomasunified.org](mailto:hr@natomasunified.org).

## NUSD School Sites

<b>Elementary K-5</b>	<b>K-8</b>
<p>H. Allen Hight Elementary - 916-567-5700</p> <p>Heredia Arriaga School - 916-567-5730</p> <p>Natomas Park Elementary - 916-928-5234</p> <p>Two Rivers Elementary - 916-567-5520</p> <p>Witter Ranch Elementary - 916-567-5620</p>	<p>American Lakes School - 916-567-5500</p> <p>Bannon Creek School - 916-567-5600</p> <p>Heron School - 916-567-5680</p> <p>Jefferson School - 916-567 -5580</p> <p>Paso Verde School - 916-567-5810</p> <p>Larry G. Meeks (Virtual) Academy - 916-567-5608</p>
<b>Middle &amp; High Schools</b>	<b>Charter Schools</b>
<p>Natomas Middle School -916-567-5540</p> <p>Inderkum High School - 916-567-5640</p> <p>Natomas High School - 916-641-4960</p> <p>Discovery High School - 916-928-5200</p>	<p>Natomas Pacific Pathways Prep (NP3) Elementary School- 916-567-5740</p> <p>Natomas Pacific Pathways Prep (NP3) Middle &amp; High School- 916-567-5740</p> <p>Leroy Greene Academy- 916-567-5560</p>

## WHAT IS A VOLUNTEER?

Parent Visitors do not have the same definition as a **Volunteer**

- A volunteer is defined as a non-paid individual who, with school District authorization, assists students, schools, or educational programs regularly. The service can be on a short-term, project-specific or ongoing basis. A volunteer is required to complete a Volunteer Application, sign a Code of Conduct, take a tuberculosis (TB) test, and **have a fingerprint/background check completed prior to rendering service.**
  - *Examples of a volunteer include: a parent helping out in their child's classroom, a parent transporting students to a field trip, a parent/individual attending a field trip with students, a college student assisting with a class for credit, etc.*
- A visitor is defined as an individual who, with District authorization, attends a student performance, special event, etc. A visitor does not need to have fingerprint clearance or a tuberculosis test. A visitor is never alone with students.
  - *Examples of a visitor include: a parent attending Open House, Back-to-School Night, a sporting event, an IEP Meeting, acting as a presenter for Career Day, visiting the classroom or lunchroom on a limited basis, etc.*
  - *A parent/guardian who visits their child at school on a regular basis and stays more than 15 minutes would be considered a volunteer*
  - *All visitors must sign in at the front office of the school site and wear a visitor identification badge at all times.*

## WHAT IS REQUIRED TO BECOME A VOLUNTEER?

The Natomas Unified School District sincerely appreciates your interest in serving as a volunteer to help our students and our schools. Your knowledge and skills can enrich the educational programs provided at the District. For the benefit and protection of students, volunteers, and others, state laws and District policies require the following:

- Volunteers working with students must be under the direct supervision of a District employee (Education Code Section 35021).
- Unsalaries volunteers are covered by the District's Workers Compensation Insurance (Labor Code Section 3364.5). Claim forms are available in each school office.
- Volunteers may offer services not otherwise available, but may not be used to displace regular school personnel (Education Code Section 35021).
- Volunteers must work in the presence of NUSD staff. Any exception must be approved by the principal.
- Volunteers who will be driving students must also complete a volunteer driver form and provide proof of adequate vehicle insurance coverage.

## WHO CAN I CONTACT IF I HAVE QUESTIONS?

If you have any questions about the volunteer application process, please contact Human Resources at (916) 561-5299 or [hr@natomasunified.org](mailto:hr@natomasunified.org)

## HOW DO I BECOME A VOLUNTEER?

The following documents must be on file with the Human Resources department prior to the beginning of your volunteer service:

- Volunteer Application (Enclosed)
- Current Tuberculosis Certificate (Not older than 60 days)
- Fingerprint Clearance from both the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI)
- Volunteer Code of Conduct Form (Enclosed)
- Photocopy of Driver's License or Identification Card
- If applicable, Volunteer Personal Automobile Use Form (Enclosed)

## HOW DO I OBTAIN FINGERPRINT CLEARANCE?

NUSD uses Certifix Livescan approved vendors to process volunteer fingerprinting. The cost of the fingerprints for volunteers will only be covered by the District if you use Certifix Livescan approved locations. Please take the Livescan form to a Certifix Livescan approved location. Please visit <https://www.certifix.livescan.com/> for locations or see the nearby locations listed at the end of this packet. A Livescan form will be provided to you once your application, code of conduct and TB test result is completed and submitted.

## WHERE CAN I OBTAIN A TUBERCULOSIS (TB) CERTIFICATE?

There are a few options:

- Go to your family physician - cost is covered by you or your medical insurance
- Go to a walk-in clinic of your choice - cost is covered by you or your medical insurance
- Go to the Urgent Care Now Clinic - cost is covered by you or your medical insurance
- Go to the Urgent Care Now Natomas clinic- cost is covered by the District for the first test (if you fail to have the test read and must have the test redone, it will be at your own expense).

Please provide your TB certificate along with your volunteer packet. The TB skin test must be renewed every 4 years, the TB chest x-ray, every 10 years.

## WHERE DO I SUBMIT MY APPLICATION?

Once you have completed your application and TB clearance, please submit your application to the Education Center (1901 Arena Blvd.) to receive a Livescan fingerprinting form.

## HOW LONG DOES THIS PROCESS TAKE?

This process can take up to 7-10 business days, provided that all information has been received. Please be aware that at times the Department of Justice has backlogs and there can be a 10 to 30 day delay in receiving fingerprints.

## WHAT HAPPENS ONCE I AM CLEARED?

Human Resources maintains a roster of cleared volunteers, and sends each site an updated roster. Once the school receives notification of your clearance, they will contact you to begin your volunteer service.

## WHERE DO I REPORT TO VOLUNTEER?

Report to the assigned school office on the day of your volunteer service.

## CONFIDENTIALITY AND REPORTING INFORMATION

- When you hear and observe things about students, families and staff while volunteering, it is imperative that you respect the confidentiality of that information. (Repeating a seemingly harmless comment can lead to misunderstandings). For schools to provide the best environment for learning, everyone's privacy must be respected.
- Volunteers are not considered "mandated reporters" under California law, but volunteers should be aware of child abuse reporting requirements for school employees.
  - School personnel must report:
    - Cases of suspected infliction of physical or mental suffering on minor,
    - Cases of suspected physical injuries to minors by other than accidental means, and
    - Cases of suspected sexual molestation.

***If you become aware of suspected child maltreatment, report your observations to a supervising teacher or site administrator.***

- Volunteers function in a position of trust and the Natomas Unified School District does not extend that volunteer/student trust relationship outside of the supervised school environment. It is the responsibility of the volunteer to notify the site administrator immediately if he/ she becomes involved with a student/ family outside the NUSD environment.

**Natomas Unified School District**  
**VOLUNTEER APPLICATION**

Thank you for your time and interest in being a Natomas Unified School District volunteer. Volunteers are welcomed in our District and are valuable members of our learning community. As part of the pre-volunteer process, you are required to undergo a criminal background investigation and tuberculosis clearance. You are not authorized to volunteer on any campus until the mandatory requirements have been fulfilled. If you will be a volunteer driver for any student activities, you must also complete the "Personal Automobile Use" form and fulfill the requirements of that process. Thank you again for your support of our students!

**PERSONAL INFORMATION**

Last Name	First Name	Middle Initial	Birthdate
Address	City	State	Zip
Driver's License or ID No. (please attach a copy)			
Home Phone	Cell Phone	Email Address	
In Case of Emergency, notify:		Phone Number	

**Please answer the following questions:**

1. Have you ever pled guilty or "no contest" to, or been convicted of a criminal offense other than a minor traffic violation? <i>Please provide explanation below for a 'YES' answer</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. Have you ever been arrested for a drug or sexual offense or act of violence? <i>Please provide explanation below for a 'YES' answer</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3. Do you have any criminal charges pending against you? <i>Please provide explanation below for a 'YES' answer</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>**Please use this space below to explain any YES answers to the above questions (1, 2 or 3). You may use an additional sheet if needed.</b>		

**VOLUNTEER AREAS:**

<input type="checkbox"/> Student Teacher/Social Worker or Counseling Intern	<input type="checkbox"/> Mentor
<input type="checkbox"/> Tutor (requires proof of basic skills)	<input type="checkbox"/> Other
<input type="checkbox"/> Parent (please list your school information below)	

**Please indicate your school(s) of interest & if you have child(ren) attending, their names below:**

School/Site	Student Name or N/A	Grade
School/Site	Student Name or N/A	Grade
School/Site	Student Name or N/A	Grade

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge and agree to have any of these statements checked by the District, unless I have indicated to the contrary. Furthermore, I release all parties and persons from any and all liability for damages that may result from furnishing such information to the District, as well as from the use or disclosure of such information by the District, or any of its agents, employees, or representatives. I understand that any misrepresentation, falsification, or material omission of information on this application may result in my failure to volunteer.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Site Administrator (Print & Sign)

\_\_\_\_\_  
Date

Education Code §35021 prohibits the District from allowing persons required to register as a sex offender under Penal Code §290 to serve in a volunteer capacity as an aide or supervisor of students. Accordingly, the District will, before authorizing a person to serve as a volunteer, conduct an automated records check pursuant to Education Code §35021.1 and/or call the Department of Justice or the Sheriff's Office to inquire whether the individual is a registered sex offender pursuant to the process set forth in Penal Code §290.4.

**Natomas Unified School District**  
**VOLUNTEER CODE OF CONDUCT**

The volunteer shall:

- Immediately upon arrival sign-in noting the time, sign-out noting the time and indicate the location(s) visited during the volunteer assignment(s).
- Be conscientious and concerned for the health and safety of students and staff.
- Be free of the influence of alcohol or illegal drugs when with students on or off school grounds as defined in Board Policy 4020.
- Only use adult restroom facilities.
- Not use tobacco products throughout the District's buildings, grounds, or vehicles as defined in Board Policy 3515.3(a).
- Promptly notify the school administrator if you observe, have knowledge of, or reasonably suspect that a child has been the victim of child abuse.
- Have no contact outside of school grounds with students unless authorized by the administration.
- Maintain confidentiality in and outside of school, and share any concerns with the supervising teacher or school administration.
- Support the District, school, and classroom policies and programs.
- Promptly inform the teacher or school office when unable to attend or discontinuing to serve as a volunteer.
- Follow dress codes and act professionally.
- Not transport students without the written permission of parents/guardians or the express permission of the District.
- Not access the District network, e-mail system, or student records.

\_\_\_\_\_  
Volunteer, Mentor, or Intern Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

***\*Volunteers CANNOT be considered unless this Code of Conduct is signed\****



# Natomas Unified School District

## VOLUNTEER AUTOMOBILE USE FORM

{Complete this form to apply to be an approved volunteer driver}

Thank you for volunteering your time, and your automobile, to help transport our students to off-site events or activities. In order to protect the health and safety of our students, our District requires that anyone (employee or volunteer) using their personal automobile to transport students to and from sanctioned activities must receive prior approval. Before we can issue such approval, the information below must be obtained at least fifteen (15) days before you transport our students. You must also agree to abide by certain rules regarding the operation of the vehicle as set forth at the end of this document.

### **REQUIRED INFORMATION**

#### **Driver Information**

Name of Driver: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

#### **Vehicle Information**

Owner's Name: \_\_\_\_\_

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

License Plate No.: \_\_\_\_\_ Registration Expiration: \_\_\_\_\_

Year/Make/Model: \_\_\_\_\_ Seating Capacity: \_\_\_\_\_

#### **Insurance Information**

Insurance Carrier: \_\_\_\_\_ Phone: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Liability Coverage Limits: \_\_\_\_\_

**We require a photocopy of (a) your Driver's license, and (b) your Insurance Policy Declarations Page.** Please ensure your Auto Insurance Declarations Page contains the information highlighted on the following page. Should your Driver's License or Insurance Policy expire during the school year, updated photocopies showing their renewal are required before you will again be eligible to transport students. By signing below, you are also authorizing the District to (a) obtain a copy of your Driver Record History and status of your Driver's License, (b) conduct a criminal background check, and (c) contact your insurance company to confirm your insurance status. Also, please also be advised, that pursuant to Insurance Code Section 11580.9(d), in the case of an accident, your insurance will provide the primary coverage for any resulting bodily injury or property damage. The District's automobile liability coverage will apply, if at all, only after your insurance coverage is exhausted through the payment of covered claims. The District does not cover, nor is the District responsible for, comprehensive, uninsured motorists, or collision coverage for your vehicle.

### **VEHICLE SAFETY AND TRANSPORTATION PROCEDURES AND REQUIREMENTS**

For the safety of our students, in signing below, you are also agreeing to the following rules and requirements:

1. I will not operate an automobile while impaired, whether due to alcohol, drugs (prescription or nonprescription), lack of sleep, or distraction of any kind. I will at all times comply with California law regarding proper operation of the vehicle, including compliance with all speed limits and posted signs and placards.
2. I will not transport students in a vehicle I have reason to believe may be mechanically unsafe or that may become unsafe due to weather or other natural conditions. I will not transport students unless I have a working seatbelt for each student, with seatbelts to be used at all times *by* myself and all transported students. The vehicle(s) may be inspected by District representatives.
3. I am over the age of 21 and will be the sole driver of the vehicle for any given activity, event, or competition. I will not let anyone other than myself and authorized students ride in the vehicle. However, I may seek written permission from the District to allow another child of mine to ride in the vehicle to a specific activity, event, or competition if the destination involves an activity, event or competition generally available to the public or, at my expense and with District permission; I can purchase admittance for such other child.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*THIS FORM TO BE HELD ON FILE IN THE MAIN OFFICE FOR A PERIOD OF ONE (1) YEAR FROM DATE OF THE CURRENT SCHOOL YEAR.*

*\*We need an updated Driver's From and Insurance Policy Declarations Page at the beginning of each school year only if you want to drive or transport student*