



Volunteers

Thank you for your interest in volunteering at Santa Cruz City Schools. California state law requires District employees, prospective employees and independent contractors to undergo background checks to ensure that such persons have not been convicted of serious or violent felonies. To protect the safety of its students, the Santa Cruz City Schools requires a similar background check before allowing volunteers to have routine contact with students. Volunteer athletic coaches, contractors/consultants, field trip drivers/chaperones, interns, teachers and special groups outside of classrooms are required to undergo a background check. Parents volunteering ONLY in their student's classroom, under teacher supervision, are not required to undergo a background check.

Approval Process

The following steps must be completed prior to volunteer service:

1. Complete a **Volunteer Approval Form** and obtain the school administrator's or athletic director's signature.
2. Gather your photo ID and a hard copy of your negative TB test
3. Call Human Resources at 831-429-3410 ext. 48223 to schedule a fingerprint appointment
4. Have your fingerprints scanned
5. Human Resources will contact you and the school administrator or athletic director when your volunteer service is approved

Thank you volunteers ♥

Fingerprints Are Done By Appointment Only

Monday – Friday 8:00am – 4:00pm

Santa Cruz City Schools Human Resources is located at
133 Mission Street, Suite 100
Santa Cruz, CA 95060

Santa Cruz City Schools
VOLUNTEER APPROVAL FORM

This form must be completed by a Site Administrator or Athletic Director for each volunteer. Human Resources cannot process any volunteer without the following documents:

1. Approved Volunteer Approval Form
2. Photo ID (state driver's license or ID, US Military ID or Passport/Registration Card)
3. A hard copy of your negative TB test (within the last four years)

When all documentation is available, please contact Human Resources at 831-429-3410 ext. 48223 to schedule a fingerprinting appointment. Fingerprints are by appointment only.

Volunteer Type:

- ☐ Coach ☐ Contractor ☐ Field Trip Driver/Chaperon ☐ Intern/Student Teacher
- ☐ Other _____

Site/Department _____ Administrator Signature _____

Activity/Sport _____

Volunteer Name _____

Address _____ City _____ State _____ Zip _____

Phone # _____

Email Address _____

- ☐ I certify I have not been convicted of a felony or misdemeanor that has resulted in incarceration, a fine in excess of \$50.00, and/or probation.
- ☐ I certify I have not been convicted of a felony that would disqualify me from serving as a district volunteer. I also certify that I am not required to register as a sex offender pursuant to Penal Code Section 290.
- ☐ In consideration of my volunteer work outline above, I understand that I am not entering into an employment relationship with the district and that I am not entitled to receive a salary or any employee benefits, except for workers compensation. I understand that the District or I may terminate this volunteer relationship at any time without notice.
- ☐ In the course of volunteering for Santa Cruz City Schools, I may be dealing with confidential information and I agree to keep said information in the strictest confidence.
- ☐ I understand that the District does not provide coverage for personal vehicles. I hereby certify that I possess the valid California driver's license and that I have sufficient public liability and property damage insurance at least equal to the requirements of financial responsibility laws of the State of California (Vehicle Code Section 16430).

Volunteer Signature

Date