

#### Folsom Cordova Unified School District 1965 Birkmont Drive Rancho Cordova. CA 95670 (916) 294-9000

## Category 2 Volunteer Application (Non-salaried Employee)

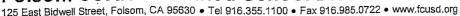
ИЕ:		PHONE: ()	
DRESS:	CIT	CITY/ZIP:	
		SOCIAL SECURITY NO	
<del>,                                    </del>	:		
	Conflict Resolution Specific instructions for the site Blood Borne Pathogens Child Protection Child Development  Photo ID Date: Date Fingerprints	ectations of me as a volunteer  Confidentiality Staff Relationships	
Any medications currently pre Health problems related to as Have you ever been convicted not a minor offense)  NO I consent to the use of the above	scribed to me:signment:d of a crime other than a minor traffic violat  □ YES (If "yes", please explain when, where, when, w	tion? (Drunk or reckless driving where, and the disposition.)	
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This form must be completed and given to the Principal or Designee prior to volunteering. The fully completed original will be delivered to District Office; a copy of this form, along with a copy of a current TB test, will be retained at the site.

### **Emergency Card**

Volunteer's Name		
Last	First	Middle
Birth Date:	Home Phone:	
Address:	Work Phone:	
Cell Phone:	E-mail:	
Spouse:	Phone:	
Family Physician:	Phone:	
Medical/Health Plan:		
Medical and Group #:	·	
Nearest Relative:		
Address:		
Phone:		

#### Folsom Cordova Unified School District





#### **VOLUNTEER AGREEMENT FORM**

This form should be completed and signed by the volunteer, volunteer's supervisor and site principal after the volunteer has been accepted by the District and completes reading the FCUSD Volunteer Orientation Handbook.

- 1. Volunteers shall act in accordance with district policies, regulations and school rules. (FCUSD Board Policy 4050)
- 2. At his/her discretion, a staff member who supervises volunteers may ask any volunteer who violates school rules to leave the campus. Staff members may also confer with the principal or designee regarding any such volunteers. The Superintendent of designee shall be responsible for investigating and resolving complaints regarding volunteers. (FCUSD Board Policy 4050)
- 3. The principal has the right to refuse any volunteer at his/her school; the teacher may exclude a volunteer from his/her classroom; the Superintendent may exclude a volunteer from the District.
- 4. Volunteer maintenance work shall be limited to those projects who do not replace the normal maintenance duties of classified staff. (FCUSD Board Policy 4050)
- 5. Volunteers may work short-term projects which enhance the classroom or school, meet a specific need, comply with established building and safety codes, do not significantly increase maintenance workloads, and comply with employee commitments and contracts. (FCUSD Board Policy 4050)
- 6. Volunteer aides shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021)
- 7. Volunteers may not be provided District computer network access via log in by a District employee. Doing so violates District technology use policies. (FCUSD Board Policy 4040)
- 8. Volunteers may not access or update student information systems (SASI) or records. Doing so violates student confidentiality and may subject the volunteer supervisor to discipline.
- 9. Volunteers must ensure student confidentiality and address student conduct or other problems to the teacher or principal.
- 10. Volunteers must attend a site volunteer in-service to learn local procedures.
- 11. Volunteers must obtain and wear a District ID badge when on campus.
- 12. Volunteers may not be asked to perform tasks that are potentially unsafe or put them into a compromising situation.
- 13. Volunteers may not transport students in any District or personal vehicles.
- 14. Volunteers may not handle school, PTA or other funds associated with a school site.
- 15. Volunteers are not considered "mandated reporters" for child protection under California law, but volunteers should be aware of child abuse reporting requirements for school employees.

Volunteers should report suspected child maltreatment to the supervising teacher or site administrator.

- 16. Volunteers are required to engage in appropriate student interactions, behavior, dress and language.
- 17. Volunteers should feel comfortable discussing questions and concerns about their assignment—including requesting a new assignment—with the volunteer supervisor.

Description of volunteer's assignment (to additional sheet if necessary.	be completed by volunteer's supervisor). Please attach
I have read and understand the policies as o Orientation Handbook.	outlined in this Volunteer Agreement Form and the Volunteer
Name of Volunteer (Print)	
Signature of Volunteer	Date
I have reviewed these policies and the Volur ensure adherence to these policies.	nteer Orientation Handbook with this volunteer, and agree to
Name of Volunteer's Supervisor (Print)	
Signature of Volunteer's Supervisor	Date .
Name of Principal (Print)	
School Site	
Signature of Principal	Date

Please retain this copy for your files.



June 27, 2013

### Workers Compensation Managed Provider Network (MPN) Notification

Dear Employee,

Schools Insurance Group (SIG) has changed administrators of the Medical Provider Network (MPN) for Workers Compensation. A material modification change was filed and was approved on June 20, 2013 by the state of California. The existing MPN providers remain the same although the name has changed to Allied Managed Care/SIG MPN.

Unless you pre-designate a physician or medical group, your new work injuries arising on or after June 20, 2013 will be treated by providers in the Allied Managed Care/SIG MPN:

#### www.alliedmanagedcare.com/sigmpn

More information about the MPN can be found on the Workers' Compensation poster at your District or school site or by contacting Schools Insurance Group.

Sincerely,

Bev Wilkinson

Chief Fiscal Officer

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# ACKNOWLEDGEMENT OF RECEIPT for Volunteers

All volunteer workers in this School District shall be provided Workers Compensation coverage for any job-related injuries which may occur while the volunteer worker is performing services on behalf of the Folsom Cordova Unified School District.

I hereby acknowledge receipt from the Folsom Cordova Unified School District of th notification of "WORKERS COMPENSATION MANAGED PROVIDER NETWORK"		
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Print Volunteer Name	Date	
Volunteer Signature		
FCUSD Designee Signature		