

Category 2 Volunteer Instructions

1. Complete a **Category 2** form and have it signed by the principal.
2. Have a current **TB** test. TB test results may come from your primary care provider, a medical clinic or from one of FCUSD's monthly free TB test clinics. TB tests completed outside of FCUSD's clinics may take several weeks to process.
 - a. If you have an XRAY, you must complete a questionnaire with Health Services for final TB clearance.
3. The applicant **MUST** submit the complete application to the site which includes:
 - a. Category 2 form completed and signed by the principal
 - b. Volunteer Code of Conduct & Agreement
 - c. Current TB Test/Xray results + questionnaire
 - d. COVID vaccination record (optional)
4. Schedule a **live scan** appointment.
 - a. You must obtain the FCUSD live scan request form from the school. If you have lived outside of CA in the last 5 years please check the FBI box under Level of Service.
 - b. You will need to bring a valid ID and payment for fees.

The site will be notified when the applicant is clear to volunteer. This process can take up to a month. If the applicant has any questions regarding their volunteer status, they are to contact the site parent coordinator.

Thank you again for supporting our schools!
Folsom Cordova Unified School
District Volunteer Code of Conduct &
Agreement

Volunteer Code of Conduct

- I will sign in at the main office immediately upon arrival.
- I will wear or show volunteer identification whenever required by the school to do so.
- I will use only adult bathroom facilities.
- I will never be alone with individual students without the express permission of school authorities or the supervising teacher.
- I will not contact students outside of school hours without permission from the student's parents.
- I will not exchange telephone numbers, home addresses, email addresses, social media contacts or any other home directory information with students for any purpose unless it is required as part of my role as a volunteer.
- I will exchange home directory information only with parental and administrative approval.
- I will maintain confidentiality outside of school and will share with teachers and/or school administrators any concerns that I may have related to student welfare and/or safety, i.e. bullying, harassment.
- I will not transport students without the written permission of parents or guardians or without the express permission of the school or district.
- I will not disclose, use or disseminate photographs of students or school staff, or personal information about students or school staff.
- I will notify the school principal if I am arrested for a misdemeanor or felony sex, drug or weapon- related offense.
- I will only do what is in the best personal and educational interest of every child with whom I come in contact.
- I will wear appropriate attire.
- I will follow all District policies, procedures, and applicable laws.

Volunteer Agreement

I hereby indemnify, hold harmless, and release the Folsom Cordova Unified School District (FCUSD), its governing board, officers, employees, and agents from any and all liability claims, demands, injuries or death, losses, or damage which may be incurred during the course and scope of my volunteer activities with the District.

I understand that volunteers are not compensated, and that I may only provide assistance under the direction and supervision of an employee of the Folsom Cordova Unified School District. I understand that my volunteer services are at the discretion of the Board through its designee, the site principal/administrator, and that my services may be terminated at any time. I understand that volunteers are covered under the District's Worker's Compensation Policy.

By providing my signature, I hereby certify that all statements made on the application and any attachments are true and complete to the best of my knowledge and authorize investigation of all statements herein recorded.

Name _____ School _____

Signature _____ Date _____



FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT

1965 Birkmont Drive
Rancho Cordova, CA. 95742
(916) 294-9000

New Applicant
Previously volunteered in FCUSD

CATEGORY 2 VOLUNTEER APPLICATION

(Non-salaried position)

NAME: _____ PHONE : _____

ADDRESS : _____ CITY : _____

BIRTHDATE : ____/____/____ EMAIL ADDRESS : _____

SCHOOL SITE : _____ STUDENT NAME : _____

Are you volunteering with an organization? If yes, explain: _____

LIVESCAN INFORMATION:

The Fingerprinting fee is \$30. IF you have lived outside of California in the last 5 years it will be an additional \$17 for the FBI clearance (You must check this box). Payment is due at the time of printing.

Have you been printed in FCUSD before? YES NO Fingerprint Clearance Date : _____

If "YES", were you printed as an employee or volunteer? _____

Have you ever been convicted of a crime other than a traffic infraction?

(Mark YES for a DUI, a misdemeanor, or a felony) YES NO

If "YES" please explain when, where, and the disposition: _____

Please review your documents and mark that they have been included in this application:

Volunteer Code of Conduct and Agreement

TB test
XRAY Questionnaire if positive

Are you vaccinated for COVID-19?

Yes

No

I prefer not to say

* I consent to the use of the above data in the District's Volunteer Database.

VOLUNTEER SIGNATURE : _____ **DATE :** _____

THE ABOVE VOLUNTEER HAS PROVIDED ALL THE REQUIRED INFORMATION AND MAY NOW BE FINGERPRINTED.

PRINCIPAL'S SIGNATURE : _____ **DATE :** _____

This form must be completed and given to the Principal or Designee for approval. The fully completed application must be submitted to school staff. School staff will notify you when you are cleared to volunteer.

Incomplete applications will not be accepted.