

VOLUNTEERS

Fall 2022

F.A.Q.



Can volunteers reach out to HR to verify their clearance status or submit documents?

No, they must go directly through school site staff.

How long does it take for a volunteer to be cleared?

Please stress the importance for volunteers to complete their applications well ahead of their volunteer activity. The DOJ background check can take as long as a month and as little as a few days.

Can you volunteer without COVID vaccination?

Yes but you must test weekly. Please contact Desiree Marks for more information. If you choose to test weekly please remember to plan ahead for volunteer activities.

Where do volunteers submit the Emergency Card, Handbook Acknowledgement of Receipt, and Volunteer Agreement forms found in the Volunteer Handbook?

Directly to school staff. Human Resources does not need these forms.

Do volunteers have to repeat this process for each school they would like to volunteer at?

No, but they must obtain a new Category 2 form with the principal's signature for each site.

How do existing volunteers submit updated documents if they have previously completed a live scan?

This will be common as parents often volunteer at different schools as they move or their children age up. Please instruct volunteers to give these documents with site staff. Site staff can then submit updated Category 2 forms, TB tests, and COVID vaccine records via e-mail to volunteer@fcusd.org or via inter-district mail.

Can volunteers complete a live scan somewhere else besides the ESC?

Yes, live scans can be completed by third parties. Site staff will have to provide prospective volunteers with the live scan form to take to the third party live scan service.

Will volunteers be notified by HR that their TB test expires?

No, it is a volunteer's responsibility to ensure that their TB test is current.