



## FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT

### Volunteer Procedures

Thank you for your interest in volunteering with the Folsom Cordova Unified School District!  
Please follow the instructions below to become a volunteer:

1. Read the Volunteer Orientation Handbook online at <http://www.fcusd.org/Page/2266>. The handbook is available in hardcopy at the District office and is also available in Russian and Spanish.
2. The Parent Coordinator at the school site will help you determine the appropriate volunteer application. Complete the Volunteer Application and turn in the application at the school site for the Principal's review.
3. Pick up the application from the school site after the Principal has approved the application.
4. Schedule an appointment with FCUSD's Human Resources Department to complete the fingerprint process. The fingerprinting costs \$25, plus an additional \$17 if you have lived outside of California in the last 5 years.
5. Bring your signed application, fingerprint fees, and current TB clearance to your scheduled appointment. You will also have a photo taken to be used in making your volunteer badge. (TB clinic schedule: <http://www.fcusd.org/Page/30086>.)

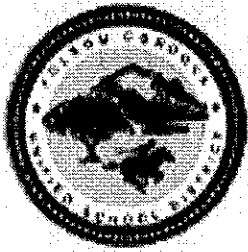
#### **FCUSD Education Services Center**

1965 Birkmont Drive, Rancho Cordova 95742

Phone: (916) 294-9000

Office Hours: Monday - Friday, 7:30am to 4:30pm

The school site will receive your clearance and volunteer badge, indicating you are allowed to volunteer.



# FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT

1965 Birkmont Drive  
Rancho Cordova, CA. 95672  
(916) 294-9000

New Applicant   
Badge Only

## CATEGORY 2 VOLUNTEER APPLICATION

(Non-salaried position)

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

BIRTHDATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

SCHOOL SITE: \_\_\_\_\_ STUDENT NAME: \_\_\_\_\_

### LIVESCAN INFORMATION:

The Fingerprinting fee is \$25, and if you have lived outside of California in the last 5 years it will be an additional \$17 for the FBI clearance. Payment is due at the time of printing at the ESC.

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: \_\_\_\_\_

Negative TB test Expires: \_\_\_\_\_ XRAY

If you have an XRAY you must complete a questionnaire with Health Services for final TB clearance.

Site Orientation Date: \_\_\_\_\_ Emergency Card Date: \_\_\_\_\_ Photo ID Date: \_\_\_\_\_

\* I have read the Volunteer Orientation Handbook and know the expectations of me as a volunteer regarding appropriate behavior, dress, language, student interactions, blood borne pathogens, child protection, child development, confidentiality, conflict resolution, site specific instructions, and staff relationships.

\* 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, along with a current TB clearance, must be brought by the potential volunteer to the Educational Services Center to be fingerprinted and take a photograph for your volunteer badge.