

Woodland Joint Unified School District VOLUNTEER INFORMATION/CLEARANCE FORM

(Please Print)

Volunteers may not provide services until this form is completed and on file in the Principal's office.

Legal Name* _____ Date _____

***One name per form** (Last) (First)

Address _____ Phone _____

Date of Birth _____ Social Security # _____

(Please list all WJUSD schools when you have children attending multiple school sites - all sites will be notified of clearance.)

School/Site: _____ Student's Name: _____

School/Site: _____ Student's Name: _____

School/Site: _____ Student's Name: _____

School/Site: _____ Student's Name: _____

Brief description of services to be performed: _____

Staff contact/supervisor: _____

_____ **TB test on file at site/school: Expiration Date:** _____

{ Site/school completes and submits the white and yellow copies of this clearance form to Human Resources each time a live scan fingerprinting form is given to a new volunteer for processing. Keep the pink pending copy at sites until you receive signed clearance from Human Resources.

{ Volunteer is WJUSD Employee: Site/school submits clearance form to Human Resources to verify fingerprint status and Associate Superintendent approval.

Administrator's Signature

Date

For Human Resource Department Use Only:

_____ Fingerprint Clearance Approved

_____ Date

_____ Current WJUSD Employee Verified
(Prints on file at District Office)

_____ Human Resources (Assist. Supt./Director of Operations)

Note: Previous fingerprint clearance does not exclude volunteers from being fingerprinted for WJUSD; i.e. employment by other school districts, county, law enforcement agencies, day-care providers, etc.

White: HR Returns to school/site after clearance verified

Yellow: Human Resource Services

Pink: Site/school Suspense

Volunteers

A. Parent Club or Special Event

These volunteers provide assistance with snack bars, grad-night, dances, band functions, and other limited events or special occasions. They work with other volunteers, are supervised by certificated staff, and do not have direct responsibility for supervising students.

Note: No clearance or prior approval is required.

B. Classroom or Office Volunteers

These volunteers provide assistance in administrative or academic areas on a regular or frequent basis, such as a parent volunteer in the classroom of his or her child, parents volunteering on field trips, a college student assisting with a class for credit, or an office assistant. **These volunteers must be fingerprinted before they can volunteer.**

District Office clearance and notification are required. **A site administrator will submit a completed Volunteer Information/Clearance form to the District Office. The District Office will verify the fingerprint requirement is met and return the form to be filed with the principal.**

➤ **Please follow these steps:**

1. Complete a District Volunteer Information/Clearance form and send to Human Resources at the same time a live scan form is given to a new volunteer
2. Obtain valid TB clearance documentation and keep on file at the site
3. Once volunteer clearance is received from the Department of Justice, Human Resources will return a signed clearance form to the sites
4. Sites will notify appropriate staff and volunteer

No volunteer may provide services unless and until appropriate forms are on file with the site administrator.

Agencies who can administer tuberculosis skin test:

Your Family Physician	Peterson Clinic 8 N. Cottonwood Street Woodland, CA 95695 (530) 666-8960	Davis Community Clinic 2040 Sutter Place Davis, CA 95616 (530) 758-2060
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TB tests are accepted if they have been done within the last four (4) years.

Agencies who can administer live scan fingerprinting:

PDQ Fingerprinting, Inc. 216 F Street	Yolo County Sheriffs' Department 41793 Gibson Road Woodland, CA 95776	Davis Police Department 2600 5 th Street Davis, CA 95616	Department of Justice 4949 Broadway Sacramento, CA 95814
(530) 756-7084	(530) 668-5280	(530) 747-5400	(916) 227-3845
Mon-Fri: 9:00 – 5:30 Sat: 10:00 – 2:00	Call for appointment	Call for appointment	Walk in only, call to verify hours

Fees payable at the time of service by the volunteer:

- Agency Fees Vary = \$12.00 (PDQ); \$11.00 (Yolo County Sheriffs' Dept.); \$12.00(Davis Police Dept. and DOJ)
- DOJ Clearance \$32.00

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- FBI Clearance \$18.00 (Required for volunteers who have lived outside of California since the age of 18.)

The above agencies accept cash or checks only!

White: HR Returns to school/site after clearance verified

Yellow: Human Resource Services

Pink: Site/school Suspense

Form 800-5 Volunteer Information/Clearance English, Rev. 08/07

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