



**Human Resources**  
201 Sixth Street, Coronado, CA 92118  
619.522.8900 X1021 [www.coronadousd.net](http://www.coronadousd.net)

Dear Volunteer,

Thank you so much for your willingness to share your time, knowledge and abilities with Coronado Unified School District (CUSD) students.

The volunteer assistance you provide in our schools is valuable. We recognize that it can enrich the educational program, increase supervision of students and contribute to school safety while strengthening our schools' relationships with the community.

If you are interested in serving as a volunteer for the CUSD, you must complete the following documents. If you need assistance, please contact Tanya Villegas in the Human Resources Department of the district office. We may be contacted by e-mail or by phone.

The required documents are accessible on the district website at <http://coronadousd.net/> at the Parents & Students tab under Volunteers.

1. School Volunteer Application
2. Volunteer Code of Conduct
3. Copy of a valid Driver's License or Picture ID
4. Copy of a verification of a negative Tuberculosis Test (TB) within the past four years.
5. Live Scan of fingerprints (FBI and DOJ) completed with results accessible by CUSD.

**Fingerprints are required of all volunteers who are not "in line of sight" of a certificated employee at all times while on a school campus.**

**Please note that if you have already completed the application process, you do not need to do it again. The only document that needs to be updated is the TB test when it expires.**

We thank you for your service to our students and school community.

Sincerely,

*Tanya Villegas*

Tanya Villegas, Human Resources Technician  
619-522-8900 x. 1010  
[human.resources@coronadousd.net](mailto:human.resources@coronadousd.net)



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### SCHOOL VOLUNTEER APPLICATION

Information provided on this form is confidential and will be used only for school Volunteer Program purposes.

SCHOOL SITE \_\_\_\_\_

FULL NAME \_\_\_\_\_  
(First) (Middle) (Last)

ADDRESS \_\_\_\_\_  
(Street) (City) (State) (Zip)

E-MAIL ADDRESS \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_  
Mo/Day/Yr

DO YOU HAVE CHILDREN OR GRANDCHILDREN IN SCHOOL?       Yes    No

WHERE DO THEY ATTEND? \_\_\_\_\_

VOLUNTEER EXPERIENCE \_\_\_\_\_

INDIVIDUALS TO CONTACT IN CASE OF AN EMERGENCY:

1. \_\_\_\_\_  
(Name) (Address) (Phone)

2. \_\_\_\_\_  
(Name) (Address) (Phone)

Do you have any criminal charges pending against you?       Yes       No  
Have you ever been convicted of a felony?       Yes       No  
Have you ever been convicted of a sex or drug-related offense or crime of violence?       Yes       No  
Are you required to register as a sex offender under Penal Code 290.95?       Yes       No

*"I understand that the district may research my personal and professional background. I give my permission to have my personal and professional references researched and hold the district and any individuals providing the district with information harmless. I also understand that I may have a criminal history check run by law enforcement if I serve as a volunteer. It is possible that as a volunteer I may have more than occasional or infrequent contact with students. Under Penal Code 290.95 I am required to disclose to school officials if I am a registered sex offender. My failure to disclose this fact could result in my arrest, prosecution, and likely fine and imprisonment. By placing my name below, I declare under penalty of perjury, that I am not a registered sex offender, and that I have not suffered convictions for sex or drug related offenses or for crimes of violence, and there are no criminal charges pending against me. I agree to abide by the district's safety and health rules and regulations."*

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:** Megan's Law check - Date \_\_\_\_\_ Initial \_\_\_\_\_  
TB CHECK      Date \_\_\_\_\_ Initial \_\_\_\_\_ (Photocopy TB Clearance Info and Attach)  
FINGERPRINT CLEARANCE REQUIRED    Yes    No   PAYMENT    Yes    No (Attach Live Scan receipt)  
DRIVER'S LICENSE or Picture ID (Photocopy and Attach) State \_\_\_\_\_ Expiration Date \_\_\_\_\_

*As a volunteer, I agree to abide by the following code of volunteer conduct:*

1. Immediately upon arrival, I will sign in at the main office or the designated sign-in station.
2. I will wear or show a volunteer identification whenever required by the school to do so.
3. I will use only adult bathroom facilities.
4. I agree to never be alone with individual students unless I have completed and been cleared through the FBI and DOJ fingerprint clearance process.
5. I will not solicit outside contact with students.
6. I will exchange home directory information only with parental and administrative approval and only if it is required as part of my role as a volunteer. I agree not to exchange telephone numbers, home address, e-mail addresses or other home directory information with students for any other purpose.
7. I will maintain confidentiality outside of school and will share any concerns that I may have only with teachers and school administrators.
8. I agree to not transport students without the written permission of parents or guardians or without the expressed permission of the school or district.
9. I will not disclose, use, or disseminate student photographs or personal information about students, self or others.
10. I agree not to post, transmit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment.
11. I agree not to engage in violent behavior, smoking, alcohol or controlled substance use, or possession of explosives or weapons while on school campus.
12. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.
13. I agree to report to the appropriate school site/district personnel when a student is in danger of hurting him/herself or others or being hurt by someone else.
14. I agree to treat all school personnel and students with dignity and respect.

*I agree to follow the District Volunteer Code of Conduct at all times or cease student volunteering immediately.*

Name (Printed) \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

## **VOLUNTEER FINGERPRINT PROCESS**

According to Education Code Section 45125 and AB1610/1612, school districts are required to complete criminal background checks on all applicants before they commence work. On July 9, 2010, AB 346 was signed by Governor Schwarzenegger. This action requires school districts to request dual prints (FBI and DOJ) of all non-certificated volunteers, employees or coaches working with students in a school-sponsored pupil activity program.

**The fee for this service, \$76, will be paid for by the volunteer (with an option for reimbursement of \$50).**

- Both DOJ and FBI fingerprints are required if you are volunteering “out of line of sight” of the classroom teacher at any time during your presence on a school campus.
- You may download the form from the website or meet with Tanya Villegas (X1010) at the Coronado Unified School District Office to access a copy of the “Request for Livescan” form.

**You may have your fingerprints completed at the following location:**

1. San Diego – San Diego County Office of Education (SDCOE) - 6401 Linda Vista Road, San Diego, CA 92111.

In order to schedule an appointment, please visit the following website:

<https://ims.sdcoe.net/livescan/loc.asp>

**Directions:**

1. Please remember to bring two completed copies of the “Request for Livescan” form, a money order for \$76 and a valid photo identification (driver license, state I.D., etc.) with you to your appointment. Without these items, you will be unable to have your fingerprints taken.
2. After you have completed the fingerprinting process, please submit the livescan form as your receipt and a request for reimbursement, if you wish to be reimbursed to Tanya Villegas at the District Office (619) 522-8900 X1010.
3. You are also responsible to provide a copy of a TB test to be cleared to volunteer or work. The test must be current, within the last four years.

If you have any questions, please call:

Tanya Villegas at 619.522.8900 X1010