

Glendora Unified School District

A volunteer is a person, 18 years or older (21 years or older for overnight activities), who receives no monetary compensation for the school district. A volunteer may be a parent, District employee, family member or community member, who submits an annual application to the school principal or designee to participate.

Levels of Volunteer Assistance regarding background Checks

In order to provide students with a safe environment and allow for a variety of opportunities for volunteering, volunteer participation for the Glendora Unified School District shall be classified into three levels: Level 1, Level 2, and Level 3. *Prior to commencing services, these volunteers may be subject to providing proper identification, clearing Tuberculosis (Mantoux) Test, background checks, and fingerprinting clearances, as indicated below.*

LEVEL 1 VOLUNTEER: Field Trip and Class Visit

May have infrequent, not prolonged contact with students, non-scheduled (one to two times a year).

Prior to commencing services, a Level 1 Volunteer is required to complete **all** of the following:

- a. Submit completed application each school year
- b. Provide a copy of California Driver's License or California ID

LEVEL 2 VOLUNTEER: Classroom or On-Site Volunteers

May have occasional, non-scheduled, or frequent contact with students only under direct supervision by certificated staff on campus. Prior to commencing services, a Level 2 Volunteer is required to complete **all** of the following:

- a. Submit completed application each school year
- b. Provide a copy of California Driver's License or California ID
- c. Clear Tuberculosis test (good for 4 years) *Fees paid by applicant.*
- d. Undergo a background check using Megan's Law each school year. Verify under Megan's Law website that volunteer is not a registered sex offender. *No Fees. (This process takes approximately one week)*

(c & d is verified by the District Office after turning in application to the school site)

LEVEL 3 VOLUNTEER: Coaches and Chaperones who supervise students for Frequent Activities and Overnight Events

May have pre-scheduled, frequent and/or prolonged contact with students for activities, events, and field trips as volunteers without direct supervision by certificated staff. (Volunteers for overnight field trips must be over 21 years of age) Prior to commencing services, a Level 3 Volunteer is required to complete **all** of the following:

- a. Submit completed application each school year
- b. Provide a copy of California Driver's License or California ID
- c. Clear Tuberculosis test (good for 4 years) *Fees paid by applicant.*
- d. Undergo a Megan's Law background check and be fingerprinted through the District's referral to County Livescan for submission to the State of California Department of Justice and FBI for clearance (current cost is \$47).

(c & d is verified by the District Office after turning in application to the school site)

TB information and Livescan forms are available at the District Office in Personnel. Fees paid by applicant (This process can take up to two weeks)