



Bear Valley Unified School District

LETTER TO VOLUNTEERS

Thank you for your interest in becoming a volunteer in the Bear Valley Unified School District. With the passing of AB346 into law in July 2010, BVUSD is required to obtain specific documentation from each volunteer. In ALL volunteer situations, you are required to complete items 1 and 2 and submit it to the school office:

1) **Complete the Volunteer Application.** This application also includes completion of the Waiver of Liability, Assumption of Risk, and Indemnity Agreement. By signing the Volunteer Application, you acknowledge and agree that a **Megan's Law Website Check** will be completed on you. Sign this form at the school office.

2) **District Expectations of Appropriate Professional Conduct form** – must be read, signed and dated. Sign this form at the school office.

3) **Complete a TB screening,** if you are volunteering on a regular* basis at any school site. Once you have completed your TB screening, it will be valid with the school district for four (4) years.

a) You can go to your own doctor to have the test **OR**

b) Set-up an appointment with BVUSD District Nurse to complete your TB screening.

If necessary, a TB skin test must be completed, in lieu of TB screening/questionnaire; Fees are paid by the applicant

c) If you require **a chest x-ray,** as a medical requirement to rule out Tuberculosis, you may have this done by your own doctor, or by the district's designated physician. The district's nurse can facilitate the appointment with the district's designated physician. The cost will be the responsibility of the volunteer.

(*Regular is defined as a minimum of twice monthly, up to and including weekly or daily)

Bear Valley Unified School District Nurse Contact Information:

Marilyn Ponce De Leon, R.N.

TB Skin Tests and Chest X-Ray Orders (when required)

Phone: (909) 273-0488 for information and appointment with District Nurse

4) **POSSIBLE ADDITIONAL REQUIREMENTS:** If you will be chaperoning an overnight field trip or not under the direct supervision of a teacher or administrator, you will also need cleared, Live Scan/DOJ Fingerprints. The school site will refer you to the district office for the application. There is a cost to you of \$58 to the Sheriff department to complete this process. The district office will be notified of the results, typically within two (2) weeks. At that time, the district office will notify the school site to include the clearance with the forms and other required paperwork to be a school volunteer.

Return all forms and paperwork directly to the school office. Once the school office is in receipt of all approved and required documents, the volunteer may begin their service at the respective school site(s). Volunteers applications must be submitted on an annual basis.

Thank you in advance for your service to our students and staff.