



"Lifelong learning...  
filling the future with options"

**Culver City Unified School District**  
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## **Farragut Elementary School**

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Rebecca Ngo, Principal rebeccango@ccusd.org

**Do you want to volunteer at Farragut? Plan on attending a field trip?  
Volunteering in the classroom? Helping at one of our fabulous PTA  
sponsored events? Work the book fair? This letter is for you!**

We are excited about the 2018-2019 school year here at Farragut! As with any school year, there are changes that need to be communicated. An important change that is continuing is the process of becoming a cleared volunteer. If you are planning to volunteer at Farragut, you **MUST** be a cleared volunteer. **If you are not a cleared volunteer, you cannot volunteer in your child's classroom, attend field trips, and assist at school events.** If you think you might want to do any of these things, it is important you go through the volunteer process.

Here are the steps to becoming a cleared volunteer:

- 1) Attend a volunteer orientation at Farragut and receive a packet.
- 2) Have paperwork showing a cleared TB test (this step can be done before orientation).
- 3) Complete the volunteer packet.
- 4) Bring the completed packet to the Farragut office. Mari will give you the final documents for fingerprinting.
- 5) Check with Mari to see if you have been cleared.

The process has been streamlined and is being handled here at Farragut. During the orientation, we will describe the process in detail, and talk about the various volunteering opportunities available. In addition, we talk about some of the legalities and the "what to do and what not to do" of volunteering. **In order to receive the paperwork for volunteering, you MUST attend an orientation. Volunteer packets will only be handed out at our scheduled orientations.** If you are planning to volunteer, please plan on attending one of the scheduled orientations.

An important point to remember! Once you complete this process, you are cleared throughout your child's CCUSD career! We look forward to seeing you here at Farragut, helping in the classrooms and around campus!

Sincerely,  
Rebecca Ngo  
Principal, Farragut Elementary

### **Volunteer Orientation Dates:**

**September 5, 2018 – 6:00pm Cafeteria**  
**September 21, 2018 – 6:00pm Cafeteria**  
**October 16, 2018 – 6:00 Library**  
**February 19, 2019 – 6:00 Library**

**September 11, 2018 - 9:00 Cafeteria**  
**October 1, 2018 - 9:00 Cafeteria**  
**November 13, 2018 – 10:00am Following PTA Mtg**  
**February 28, 2019 – 5:00pm Cafeteria**