

VOLUNTEER INFORMATION SHEET

- ◆ Complete and sign the Volunteer application if you are a new volunteer. If you are returning volunteer, current volunteer, or BUSD employee complete and give to your child's teacher. A new application must be completed **every** school year for **every** volunteer and for **every** school.
- ◆ Check mark the appropriate box above your name regarding your volunteer status.
- ◆ Obtain the signature of the **teacher** whose classroom you plan on volunteering in.
- ◆ Give the application to the secretary or volunteer representative at the school. They will obtain the signature of the **principal**. Once the signature has been obtained, they will call you and instruct you to pick up your application. If you are a returning volunteer, current volunteer, or BUSD employee, they will forward the application to the District Office for processing.
- ◆ If you are a new volunteer, once you receive your application contact the District receptionist at 845-1631 x005318 to pick up authorization forms to get your fingerprints taken. **You need to bring a state issued photo ID to your fingerprint appointment. The fingerprints are taken on designated days, by appointment, at the Beaumont Police Department.**
- ◆ You will be given a TB Voucher by the Receptionist at the District Office when you pick up paperwork for fingerprinting.
- ◆ You may submit a negative TB test with your application, but it may be **no more than 60 days old**. If you are currently employed by another school district, you may submit a negative TB test as long as it has been done within the last four years. This is per our Board Policy/Administrative Regulation 1240.
- ◆ Once you have been approved by the Director of Human Resources, the **school site** will be notified. **Please be advised that you are not approved to be on site as a volunteer until you receive the notification from the site.**
- ◆ Please allow **ten** business days for processing.

Thank you for volunteering with our School District. We value your time and contribution to our children's educational experience.