



VOLUNTEER INFORMATION/CLEARANCE FORM

Volunteers may **NOT** provide services until this form is completed and on file at the school

Volunteer Level Requested: ☐ Category #1 ☐ Category #2 Date _____

Legal Name _____

*ONE NAME PER FORM (Last) (First)

Address _____

Date of Birth _____ Phone _____ Email _____

Please list all WJUSD schools when you have children attending multiple schools:

School: _____ Student's Name: _____

School: _____ Student's Name: _____

School: _____ Student's Name: _____

School: _____ Student's Name: _____

Brief description of services to be performed:

☐ TB test on file at school – TB Expiration Date: _____

Administrator's Signature (Site 1) Date _____

Administrator's Signature (Site 2) Date _____

Administrator's Signature (Site 3) Date _____

☐ Volunteer is a WJUSD Employee: School submits this completed clearance form to the Human Resources Department to verify fingerprint & TB status.

NOTE: Previous fingerprint clearance does not exclude volunteers from being fingerprinted for WJUSD; ex: employment by other school districts, county, law enforcement agencies, daycare providers, etc.

For Human Resources Department Use Only:

☐ Fingerprint Clearance Approved

Date Cleared

☐ Current WJUSD Employee Verified
(Prints on file at District Office)

HR Staff Signature



VOLUNTEERS

Category #1 – Fingerprinting and TB testing or risk assessment is NOT required

Volunteers who in the course of performing volunteer duties, ARE in the presence of a certificated staff member and unlikely to be alone with students fall under this category. This volunteering typically is for a special occasion and/or is for a one-time special event. For these duties, the individual would be considered a visitor/guest and should follow the visitor/guest procedures as determined by the school administrator.

If a volunteer will be present on a consistent basis (i.e. every Wednesday) OR may volunteer multiple times, OR you are not sure of the consistency the volunteer will be present: have the volunteer submit to fingerprinting AND TB testing or risk assessment.

Category #2 – Fingerprinting and TB testing or risk assessment IS required

Volunteers who, in the course of performing volunteer duties ARE NOT in the presence of a certificated staff member and likely to be alone with students fall under this category. This type of volunteering typically includes field trips or even on-site activities where a volunteer may be responsible for a group of students.

For volunteers that will be fingerprinted and required to submit proof of a negative TB test or risk assesment, the following forms should be provided to the prospective volunteer:

1. WJUSD Volunteer Information/Clearance Form
2. TB Risk Assessment Questionnaire/Certificate of Completion

No volunteer may provide services until appropriate forms are on file at the school.

For more information on this process or on volunteering procedures in general, please contact the Human Resources Department at 530-406-3215.

Process:

1. Volunteer completes the WJUSD Volunteer Information/Clearance Form and submits to the school with valid TB test or risk assessment (for Category #2).
2. School sends signed WJUSD Volunteer Information/Clearance Form and valid TB test or risk assessment (for Category #2) to the Human Resources Department
3. The Human Resources Department will contact the volunteer to schedule a fingerprinting appointment (if Category #2)
4. Once the volunteer is cleared, the Human Resources Department will notify the school