



Volunteer Process

1. Volunteer completes the “**VOLUNTEER INFORMATION/CLEARANCE FORM**” and turns it in to the school with proof of TB clearance (if Category #2 is requested)
* Take a copy of the applicant’s photo ID when accepting these forms
2. Principal/Administrator signs and dates the application
 - If more than one school is listed, route to the next school for administrator signature
3. Send the signed application form, proof of TB clearance (if Category #2 is requested) and copy of the photo ID to the Human Resources Department – Attention: Crystal Pelayo
4. Crystal will call the volunteer for a fingerprinting appointment or will provide a Live Scan form if they request to go elsewhere for fingerprinting (if Category #2 is requested)
5. When the volunteer is cleared, Crystal will scan and email your site the approved packet:
 - Approved Volunteer Application form
 - Proof of TB clearance (if Category #2 is requested)
 - Copy of the photo ID

NOTE:

- Updated volunteer forms are fillable (English & Spanish) and available on the District website under:
 - FAMILIES – Parent Volunteers
 - DEPARTMENTS – Human Resources – Volunteers
- Original packet will be filed in the Human Resources Department
- Up to date information for approved volunteers is available to you via the shared Google Sheet named “Volunteers (effective 4-1-17)”
- If a student moves to a new school, a new volunteer application must be completed and signed by the Principal/Administrator

Please contact Crystal Pelayo in the Human Resources Department if you have any questions:

Crystal.Pelayo@wjusd.org or 530-406-3215