

Santa Cruz City Schools

133 Mission Street • Santa Cruz, California 95060 • (831) 429-3410
Office of Human Resources
Molly Parks, Assistant Superintendent



July 1, 2018

To: Santa Cruz City Schools Prospective Volunteer

From: Molly Parks, Assistant Superintendent of Human Resources

Thank you for volunteering your services to the students of Santa Cruz City Schools District. We are excited to have you on board. Following are the steps which must be completed prior to beginning volunteer service:

1. Complete the attached Volunteer Agreement, including all administrative authorization signatures. In order to be fingerprinted, you must be 18 years of age or older.
2. Bring your completed Volunteer Agreement, current state issued photo ID, and proof of negative Tuberculosis (TB) test that was done within the last 4 years to the Human Resources Department. If you do not have a recent TB test result, a form can be provided to you at the District Office. Our office is located at 133 Mission Street. Ste. 100, Santa Cruz, CA 95060 and is open from 8:00 am to 4:30 pm.
3. Receive from Human Resources a Request for Live Scan Fingerprint from authorizing Santa Cruz City Schools to receive the results and pay for your fingerprinting.
4. Bring Live Scan Fingerprint form and current state issued photo ID to the Santa Cruz County Office of Education near Harvey West Park at 400 Encinal Street., Monday thru Friday from 1:30 pm to 4:00 pm.

Please note that the Volunteer Application, proof of negative TB test within the last 4 years and fingerprint clearance need to be on file with the Human Resources Department before you can begin volunteering. Fingerprinting is paid for by Santa Cruz City Schools, but the cost for TB testing is the responsibility of the volunteer. Please feel free to contact Human Resources at 831-429-3410 with any questions you may have.

Board of Trustees:

Sheila Coonerty, Deedee Perez-Granados, Jeremy Shonick, Patricia Threet, Deb Tracy-Proulx, Claudia Vestal, Cynthia Ranii

VOLUNTEER AGREEMENT SANTA CRUZ CITY SCHOOLS

133 Mission Street • Santa Cruz, California 95060
(831) 429-3410



Volunteer Position: _____

Date: _____

Site/Department: _____

Administrator Signature: _____

Last Name: _____ First Name: _____ MI: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone Number: _____ Cell Phone Number: _____

Email Address: _____

Emergency Contact Name: _____

Emergency Contact Phone Number: _____

GENERAL INFORMATION

1. Are you now or have you ever been a volunteer or employee of Santa Cruz City Schools?

YES NO Title and Date(s): _____

2. Per Education Code Section 45125.1, a school district may require persons with more than limited contact with students to be fingerprinted and not provide services until the district has received fingerprint clearance back from the Department of Justice showing no prior convictions for certain serious or violent felonies. Have you ever been convicted of a felony or misdemeanor that has resulted in incarceration, a fine in excess of \$50.00, and/or probation?

YES NO IF yes, explain on an attached sheet:

3. Persons transporting students must also meet district requirements for a clear OMV record, a safe vehicle and insurance coverage. Are you an insured driver with a CA Driver's License?

YES NO

4. Additionally, the district is requiring persons with more than limited contact with students to provide proof of being free from Tuberculosis. Please attach TB results to this Agreement.

Print Name _____

Signature _____

Date _____