



SAN LORENZO VALLEY UNIFIED SCHOOL DISTRICT

325 Marion Avenue, Ben Lomond, CA 95005

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www.slvusd.org

Dr. Laurie Bruton
Superintendent

Board of Trustees

Laura Dolson

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Jacqui Rice

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Dear Volunteer Applicant,

Thank you for volunteering your services to the students of the San Lorenzo Valley Unified School District (SLVUSD). We are excited and grateful to have you on board. Your participation enhances the instructional program and motivates and encourages students.

A volunteer is a parent or family member, community member or other adult, who assists at a school site or program on a regular or semi-regular basis before, during, or after school hours. There are two types of volunteers and each tier has different requirements.

Tier I Volunteer

Works with students or has direct student contact that is not always under the supervision of staff (field trip driver, coach, tutor, school garden, chaperone, etc.)

Tier II Volunteer

Does not work directly with students and/or works with students under direct supervision of the teacher at all times (classroom or office volunteer, etc.)

ALL VOLUNTEERS – PLEASE FOLLOW THESE STEPS:

1. Download (www.slvusd.org) the Volunteer Handbook and Volunteer Agreement or get copies from your site office. (go to the parent/student tab on the District website)
2. Fill out the bottom section of the Volunteer Agreement form.
3. Take the form to your site office and have office staff complete the top section of the Volunteer Agreement.
4. Provide proof of negative TB test or risk assessment if you plan on working with students more than 10 times during the school year.

Additional Requirements for a Tier I Volunteer:

- Fingerprint clearance (District paid - only need to do 1 time). You must obtain a Live Scan form from the District Human Resources Department. Bring your completed Volunteer Agreement, drivers license and proof of negative TB (if applicable) to a Designated Volunteer Sign-up Day or to the Human Resources Department at the District Office (325 Marion Ave, Ben Lomond, 336-5193).
- Take the Live Scan form and ID to the Santa Cruz County Office of Education to be fingerprinted. (400 Encinal Street, Santa Cruz Hours: 1:30-4 M-F)

The site office will notify you when you are cleared to volunteer. Fingerprinting is paid for by SLVUSD, but the cost of the TB Risk Assessment or testing is the responsibility of the volunteer if it is not obtained from our School Nurse on designated Volunteer Sign-up Days offered only in the Fall. Please contact your site administrator or the Human Resources Department at 831-336-5193 with questions.