



Allen Avenue Volunteer Packet Checklist

Please turn into Allen Avenue Office once complete.

Volunteer Name:

Student Name(s):

Teacher Name(s):

_____ Volunteer Application Completed online (REQUIRED)

(Bonita Unified School District website, under "Parents and Students" icon, then click on Volunteer Application on left bar). Alternatively, you can access website using the following URL:

<http://do.bonita.k12.ca.us/Parents--Students/Volunteer-Application/index.html>

_____ TB Test Clearance turned into Allen Ave. Office (REQUIRED)

(TB Test to have been completed in the last 4 years).

_____ Bring ID on 1st day of volunteering (REQUIRED)

(We will be scanning the ID into our Raptor System, which screens through the National Sex Offender Registry).

_____ Fingerprint Clearance (Live Scan)

At this time, Department of Justice fingerprint clearance is required if as a volunteer you:

- Assist students before or after the regular school day.
- Serve as an overnight chaperone.
- Help in a capacity where you are alone with students.

Live Scan form will need to be taken to Live Scan facility (see office for form).

Please sign back of form for BUSD Volunteer Code of Conduct →

Bonita Unified School District

Volunteer Code of Conduct

- I will sign in at the main office, immediately upon arrival.
- I will wear or show volunteer identification whenever required by the school to do so.
- I will use only adult bathroom facilities.
- I will never be alone with individual students who are not under the supervision of teachers or school authorities.
- I will not contact students outside of school hours without permission from the student's parents.
- I will not exchange telephone numbers, home addresses, e-mail addresses or any other home directory information with students for any purpose unless it is required as part of my role as a volunteer. I will exchange home directory information only with parental and administrative approval.
- I will maintain confidentiality outside of school and will share with teachers and/or school administrators any concerns that I may have related to student welfare and/or safety, i.e. bullying, harassment.
- I will not transport students without the written permission of parents or guardians or without the expressed permission of the school or district.
- I will not disclose, use, or disseminate student photographs or personal information about students, self, or others.
- I will notify the school principal if I am arrested for a misdemeanor or felony sex, drug or weapon related offense.
- I will only do what is in the best personal and educational interest of every child with whom I come in contact.
- I will follow all District policies, procedures, and applicable laws.
- I will wear appropriate attire.

SIGNATURE

DATE