



Center Joint Unified School District Volunteer Process

If you would like to be a volunteer at one of our school sites please follow the steps listed below.

1. Complete the **Volunteer Information Form** and a **TB Risk Assessment Form** located in the school front office. (Please make sure to include your 9 digit social security number. We need this information to enter you into our system.)
2. The school front office staff will process a Megan's Law Clearance and the Administrator will sign your Volunteer Information Form. *
3. Allow 2-3 school days for your paperwork to be sent to our District Office.
4. Unsupervised volunteers will need to be fingerprinted. Human Resources will contact you with further instructions.
 - a. Volunteers are required to pay a \$52 fee for fingerprinting. Payment is made at the location of fingerprinting, not the school district.
 - b. Human Resources will contact you once your fingerprint clearance has been received.
5. If transporting students for a field trip, you will need to complete a **Volunteer Personal Automobile Use Form**. This form is available in the school front office.
 - a. Form must be submitted at least 15 days prior to the field trip.
 - b. Return completed form to the school office along with Driver's License and Insurance Policy Declaration Page.
 - c. The Volunteer Personal Automobile Use Form will be completed by the administrator and sent to the Transportation Department for final processing and approval.

*Please note a TB Test and/or chest x-ray may be necessary after completion of the TB Risk Assessment Form.