

## **HOW TO COMPLETE VOLUNTEER PAPERWORK**

### **LEVEL I CLEARANCE**

#### **Previously Cleared PHS Volunteers**

PHS confirmed volunteers:

Sign Volunteer Code of Conduct.

#### **Previously Cleared Volunteers at Another PUSD School**

Sign Volunteer Code of Conduct.

Complete Transfer Request to remove yourself from schools where you no longer volunteer and add yourself to the PHS list.

Provide copy of current TB Skin Test Record (if less than 4 years – TB skin test records are good for 4 years).

#### **New Volunteers:**

Sign Volunteer Code of Conduct.

Complete Megan's Law Background Check form.

Provide copy of Driver's License or other picture ID.

Provide copy of current TB Skin Test Record

### **LEVEL II CLEARANCE**

Sign Volunteer Code of Conduct (Provide for PHS)

Complete Megan's Law Background Check form (at District Office)

Provide copy of Driver's License or other picture ID (at District Office)

Provide copy of current TB Skin Test Record (if less than 4 years – TB skin test records are good for 4 years).

Obtain Level 2 Clearance request form from Mr. Dohm with signature from school principal and go to district office for fingerprinting, etc. (Take signed form to District Office)

**POWAY UNIFIED SCHOOL DISTRICT  
VOLUNTEER CODE OF CONDUCT**

***In my role as a Poway Unified School District volunteer, I agree to abide by the following code of volunteer conduct:***

1. Immediately upon arrival, I will sign in at the principal's office or the designated sign-in station.
2. I will wear or show a volunteer identification whenever required by the school to do so.
3. I will use only adult bathroom facilities.
4. I agree to never be alone with individual students without the authorization of teachers and/or school authorities.
5. I will not solicit outside contact with students or give gifts or cards to students without administrative approval.
6. I will exchange home directory information only with parental and administrative approval and only if it is required as part of my role as a volunteer. I agree not to exchange telephone numbers, home address, e-mail addresses or other home directory information with students for any other purpose.
7. I will maintain confidentiality outside of school and will share any concerns that I may have with teachers and school administrators.
8. I agree to not transport students without the written permission of parents or guardians or without the expressed permission of the school or district.
9. I will not disclose, use, or disseminate student photographs or personal information about students or others.
10. I agree not to post, transmit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment.
11. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.
12. Under Penal Code 290.95 I am required to disclose to school officials if I am a registered sex offender. My failure to disclose this fact could result in my arrest, prosecution, and likely fine and imprisonment. By placing my name below, I declare under penalty of perjury, that I am not required pursuant to Penal Code 290.95 to disclose to school officials that I am a registered sex offender, and that I have not suffered convictions for sex or drug related offenses or for crimes of violence, and there are no criminal charges pending against me.

***I agree to follow the District Volunteer Code of Conduct at all times in my role as a Poway Unified School District volunteer or cease volunteering immediately.***

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**Name - Printed**

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**Signature of Volunteer**

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**Date**

**POWAY UNIFIED SCHOOL DISTRICT  
LEVEL I – VOLUNTEER APPLICATION  
MEGAN’S LAW BACKGROUND CHECK**

**PUSD SCHOOL(S)** 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

**DATE:** \_\_\_\_\_

**VOLUNTEER’S**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**PHONE:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**AKA’s:** \_\_\_\_\_  
(Including Maiden Name)

<p><b>If PUSD Parent/Guardian, name of student(s):</b></p> <p>_____</p> <p>_____</p> <p>_____</p>
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**Place of Birth:** \_\_\_\_\_

**Male:**     **Female:**

**Height:** \_\_\_\_\_

**Weight:** \_\_\_\_\_

**Hair Color:** \_\_\_\_\_

**Eye Color:** \_\_\_\_\_

Under Penal Code 290.95 I am required to disclose to school officials if I am a registered sex offender. My failure to disclose this fact could result in my arrest, prosecution, and likely fine and imprisonment. By placing my name below, I declare under penalty of perjury, that I am not required pursuant to Penal Code 290.95 to disclose to school officials that I am a registered sex offender, and that I have not suffered convictions for sex or drug related offenses or for crimes of violence, and there are no criminal charges pending against me.

I hereby release Poway Unified School District from liability for damage which may result from checking criminal background and references.

\_\_\_\_\_  
Signature (Authorizes Background Check)

\_\_\_\_\_  
Date

\*\*\*\*\*

**ID Verified by school site representative: Yes:**     **No:**  \_\_\_\_\_

(Personnel Office Use Only)

**Megan’s Law Checked:** \_\_\_\_\_

\_\_\_\_\_  
(Personnel)

\_\_\_\_\_  
(Date)

# VOLUNTEER SITE TRANSFER REQUEST

(Use this form to transfer PUSD Level I or Level II Volunteer & Employee clearance information to another PUSD School Site)

**Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_  
(Please print legibly) Month/Day/Year

**Other Names Used:**

\_\_\_\_\_  
(Please print legibly)

**Phone Number:** \_\_\_\_\_

**Remove my name** from the volunteer list at: \_\_\_\_\_  
(School)

(School) \_\_\_\_\_

**Add my name** to the volunteer list at: \_\_\_\_\_  
(School)

(School) \_\_\_\_\_

**Student's Last Name** (if different): \_\_\_\_\_

I have been cleared for: **Level I (Megan's Law)**

I have been cleared for: **Level II (Fingerprinted for PUSD)**

I am a PUSD Employee \_\_\_\_\_  
(Position)

\_\_\_\_\_  
Signature

\_\_\_\_\_

\_\_\_\_\_  
Date