

**REQUIREMENTS**  
For Contact With Students On Campus

<b>For Office Use Only</b>
_____ TB expiration Date
_____ grandparent, parent or guardian
_____ fingerprint clearance
_____ security clearance
_____ CDL expiration date

**APPLICATION FORM**  
(Please turn in by September 2, 2011)

The requirements for volunteering in the Belmont-Redwood Shores schools are designed to assure families that all adults working with our children are in good health and eligible to work or volunteer in schools under California Law. Two requirements are necessary prior to volunteering at your school:

1. TB certification. - Submit to the PTA volunteer coordinator at your school (certification is valid for 4 years)
2. Screening of the list of volunteer names by the Department of Justice that individual is not listed as a registered sex offender. *(If volunteer form is turned in after September 2, 2011, parent is responsible for getting clearance from the Department of Justice at 400 County Center, Redwood City. The fee is \$11.00)*

In addition, if you volunteer to drive, current declaration of insurance coverage is required each time. The insurance minimum is \$50,000 Liability/\$100,000 Accident.

The District also requires finger printing if volunteers are not the grandparent, parent, or legal guardian of the student enrolled at the school within the District.

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_ Exp. Date

California Drivers License \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Emergency Contact: Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

I have read and understand the requirements for volunteering to work with school age children.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Name Printed \_\_\_\_\_

Name of Student(s) \_\_\_\_\_

Room Number(s) \_\_\_\_\_

Relationship of applicant to student(s) \_\_\_\_\_

*Help school be the best place for your children  
Volunteer Today*

**BELMONT-REDWOOD SHORES SCHOOL DISTRICT**  
2960 Hallmark Drive, Belmont, CA 94002  
(650) 637-4800

## Expectations for Volunteers

Volunteers are recruited from the community to share their time, knowledge and skill with children in the Belmont-Redwood Shores School District. Volunteer participation is designed to enrich the educational program and strengthen our schools' relationship with homes, businesses, public agencies, and private institutions. (Board Policy #1240) To that end volunteers are expected to:

1. Be considerate and respectful of personal property of staff and students
2. Maintain the confidentiality of students information and be mindful of and protect the privacy rights of students and parents
3. Act in accordance with District policies and regulations
4. Be willing to be fingerprinted and TB certified at their own risk, if needed

Complaints concerning volunteers may be resolved using the District's complaint process (Board Policy #1312)

**Be a  
School Volunteer  
at**

**CIPRIANI SCHOOL**

*Some of the greatest moments in life are those  
you share with children*