



**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT**
1400 E. Janss Road, Thousand Oaks, California 91362
Telephone (805) 497-9511 · FAX (805) 494-3741

Student's Last Name First Name Grade

VOLUNTEER REGISTRATION AUTHORIZATION

DIRECTIONS: Check mark below the volunteer level that best describes your intended volunteer service to CVUSD.
*Be sure to reference the **District Volunteer Requirement Guide** for clearance steps applicable to each level.

<input type="checkbox"/> Level 1 Limited student contact <u>under the direct supervision of a certificated staff member</u> AND/OR assignment does not involve student contact but is recurring less than ten (10) hours a month	<input type="checkbox"/> Level 2 Limited/short-spanded unsupervised contact with students while driving.	<input type="checkbox"/> Level 3 Recurring/weekly student contact <u>under the supervision of a certificated staff member</u> more than ten (10) hours a month	<input type="checkbox"/> Level 4 Recurring service with <u>possible unsupervised direct contact</u> with students while under the direction of a certificated staff member
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GENERAL PERSONAL INFORMATION

Last Name _____ First Name _____ Volunteer Location (School/Department) _____
 Street Address _____ City _____ State _____ Zip Code _____
 Best Contact Phone #: (_____) _____ - _____ Cell Home Email: _____

BACKGROUND QUESTIONNAIRE - PLEASE RESPOND TO ALL QUESTIONS

- Please check whether you are a new or returning CVUSD volunteer. New Returning
- Are you also a volunteer at another CVUSD school? YES NO
If yes, please indicate the school(s): _____
- Are you presently employed by CVUSD in any capacity? YES NO
- Do you have any criminal charges pending against you? YES NO
- Have you ever been convicted* of a felony or misdemeanor? YES NO
- Are you required to register as a sex offender under Penal Code 290.95? YES NO
- Have you ever been convicted* of a sex, drug or weapon related offense? YES NO
*Conviction includes a finding of guilty by a court in a trial with or without a jury or a plea or verdict of guilty. If "YES," please explain: _____
- Parent Volunteers: Please check whether you plan to drive for a field trip during the school year. YES NO
Please list the name(s) of your child(ren): _____

VOLUNTEER ACKNOWLEDGMENT

Your volunteer registration will be processed in accord with clearance requirements established for each volunteer level. Volunteer assignments may be terminated, if service is unsatisfactory or no longer needed by the school district. You may not volunteer if you are required to register as a sex offender under California law.

I understand that any costs associated with obtaining clearance will be at my expense and non-reimbursable, including but not limited to TB, fingerprints and immunizations, if required. *Immunization records are required for Preschool volunteers for influenza (optional), pertussis and measles.*

If requested, I will provide professional and/or personal references for purposes of a reference check. I will hold the District harmless and any individuals providing the district with information that may impact my volunteer clearance. By signing my name below, I declare under penalty of perjury, that all the information on this application is true and correct. I also declare that I have read and agree to follow the "Volunteer Code of Conduct", as well as the "Confidentiality of Student Information." I will NOT serve in a volunteer capacity until I am cleared.

Volunteer Signature _____ Date: _____

ADMINISTRATIVE USE ONLY— VOLUNTEER CLEARANCE

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| <input type="checkbox"/> Level 1 | <input type="checkbox"/> Volunteer Auth. Form | <input type="checkbox"/> Code of Conduct | <input type="checkbox"/> State ID | <input type="checkbox"/> Megan's Law | <input type="checkbox"/> TB | | |
| <input type="checkbox"/> Level 2 | <input type="checkbox"/> Volunteer Auth. Form | <input type="checkbox"/> Code of Conduct | <input type="checkbox"/> State ID | <input type="checkbox"/> Megan's Law | <input type="checkbox"/> TB | <input type="checkbox"/> DMV H6 Report | <input type="checkbox"/> DMV Release/Pull Notice |
| | | <input type="checkbox"/> Auto Ins. Policy Declaration | | <input type="checkbox"/> Acknowledgement of receipt "Instructions for Transporting CVUSD students" | | | |
| <input type="checkbox"/> Level 3 | <input type="checkbox"/> Volunteer Auth. Form | <input type="checkbox"/> Code of Conduct | <input type="checkbox"/> State ID | <input type="checkbox"/> Megan's Law | <input type="checkbox"/> TB | <input type="checkbox"/> Fingerprints | |
| <input type="checkbox"/> Level 4 | <input type="checkbox"/> Volunteer Auth. Form | <input type="checkbox"/> Code of Conduct | <input type="checkbox"/> State ID | <input type="checkbox"/> Megan's Law | <input type="checkbox"/> TB | <input type="checkbox"/> Fingerprints | <input type="checkbox"/> Mandated Reporter |

Principal/Designee Signature _____ Date Approved: _____