

**Community Relations****Volunteer Assistance****INDIVIDUAL VOLUNTEERS**

These volunteers may provide assistance at any district worksite on a regular or frequent basis, such as a two-day-per-week classroom assistant, a one-hour-per-day library worker, or a one-day-per-week tutor. Volunteers generally fit into one of two categories: (1) supervised and unlikely to be alone with students, or, (2) unsupervised and/or likely to be alone with students. The Superintendent or his/her designee shall determine into which category individual volunteers fall. The requirements for each group are as follows:

**Supervised, Unlikely to Be Alone with Students**

1. Completion of a district Volunteer Agreement Form (E 1240(a)) that includes name, address and phone number, brief description of service to be provided and name of supervisor.
2. No volunteer may provide services until the Volunteer Agreement Form (E 1240(a)) is completed and on file with the responsible work site manager.

NOTE: District office clearance and notification are not required.

**Unsupervised, or Likely to Be Alone with Students**

1. Completion of a district Volunteer Agreement Form [E 1240(a)] that includes name, address and phone number, brief description of service to be provided and name of supervisor.
2. Fingerprint clearance.
3. No volunteer may provide services unless and until the appropriate forms are on file with the Principal.

NOTE: District Personnel Office clearance and notification are required. The responsible site manager will direct the volunteer to directly submit a completed Volunteer Agreement Form [E 1240(a)] to the Personnel Office. The Personnel Office will direct the volunteer to the proper agency for fingerprint clearance and, after a Department of Justice clearance has been received, will return the Volunteer Agreement Form and the fingerprint clearance to the work site where the volunteer is assigned. The site will verify that all other requirements are met. **No volunteer may perform services until the completed agreement form and fingerprint clearance have been received by the responsible site manager.**

**AGENCIES/INSTITUTIONS PROVIDING VOLUNTEERS SERVICES**

All agencies seeking to provide the district with the services of volunteers must execute the Agreement to Provide Volunteer Services [E 1240(b)].

adopted: June 10, 1998  
revised: September 2, 1998  
revised: October 21, 1998

ALISAL UNION SCHOOL DISTRICT  
Salinas, California