



Hayward Unified School District

Building a Culture of Success: "ALL Means ALL"

Janis Duran
Superintendent

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Associate Superintendent,
Educational Services

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Business Services

Donna Becnel
Assistant Superintendent,
Human Resources

Leticia Salinas
Executive Director,
Academic Affairs

Chien Wu-Fernandez
Executive Director,
Student & Family
Support Services

Dear Prospective Volunteer,

We thank you for your interest in becoming a Hayward School Volunteer. Volunteers serve an important role in our schools and we welcome you. Your assistance can make a meaningful difference in the individualized attention needed by many of today's students.

We must screen volunteers carefully because our students come first in Hayward. The Board of Education recently updated the volunteer assistance definitions as follows:

AR 1240(b): A parent or legal guardian may, under the direct supervision of a certificated employee of the district, volunteer in the actual classroom where his/her child is a student without being fingerprinted. Any volunteer classroom assistant who is not a parent or legal guardian of a child in the classroom or an employee of the district and who will serve as a volunteer instructional assistant or non-teaching assistant must be fingerprinted.

All volunteers in child care and development programs shall be fingerprinted for criminal record clearance if they have contact with children.

Volunteers accompanying students in field trips or overnight trips must be fingerprinted.

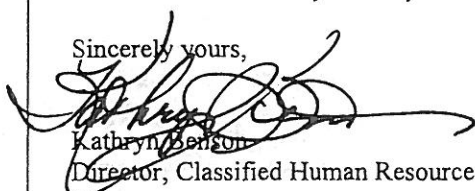
Under no circumstances, shall any non-fingerprinted volunteer have unsupervised access to students.

Due to the budget crisis, the District can no longer afford to cover the costs associated with the Live Scan fingerprinting service. We have tried very hard to keep the cost as minimal as possible for our volunteers.

Before you receive an assignment, there are a few important steps and forms that must be completed. Below is a checklist to guide you through the application process. If you need additional help, please don't hesitate to call us.

We look forward to developing a productive and rewarding relationship between you, the teachers and the students of Hayward's public schools.

Sincerely yours,


Kathryn Benson
Director, Classified Human Resources

Volunteer Application - Hayward Unified School District (H.U.S.D)

Name: _____
Last
First
M.I.

Address: _____ City: _____ Zip: _____

CA Drivers License #: _____ E-Mail Address: _____

Home Phone: (____) _____ Work Phone: (____) _____ Cell : (____) _____

Group Name: _____ Date of Birth: ____/____/____

Are you a: Relative of an HUSD student (student name: _____) Youth Volunteer Community Volunteer

School/Program where you want to volunteer: _____ Teacher's name or room number: _____

1. Do you have a volunteer assignment in mind? Do you prefer a specific age group? Do you have any special skills (such as computers, dance, music) that you are willing to share?

2. What is your current employment status?
 Employed full or part time Student Retired Working in home Other
 If employed, who is your employer? _____

3. What is your highest level of education completed?

4. What is the emergency contact name and phone number we should contact in case of an emergency?



Demographics (Optional)

- Female Male
- Ethnic Group
- African-American
- Asian/Pac. Islander
- Caucasian
- Latino
- Multi-racial
- Other

Volunteer Declaration

I hereby certify that all statements made in this application are true, and I agree and understand that misstatements or omissions of materials or facts herein may forfeit my rights to volunteer and H.U.S.D. may immediately cease allowing me to perform voluntary services, without notice. In seeking to be accepted as a volunteer to perform services at any school, playground or activity that I hereby declare under penalty of perjury that any information provided is true and correct. I understand that my volunteer assignment may be terminated at any time.

I hereby agree to indemnify and hold harmless the Hayward Unified School District from any and all claims, causes of action, suits, action, damages, losses or liability arising out of volunteering or termination of my volunteer services rendered to H.U.S.D.

Volunteer Signature: _____

Date: _____

Volunteer Commitments and Policies

- I will perform only the duties described by the job described by the job description and/or my school site supervisor.
- I will always work with students in a location that is supervised by school site personnel and will notify the supervisor if I am ever asked to work in an unsupervised setting.
- I will follow school rules and behave appropriately when with students on and off school grounds. I will support school policies and curriculum.
- I will honor confidential information.
- I will not be on school grounds apart from my assigned volunteer job times unless I make other arrangements with the school administration.
- I will be free of the influence of alcohol or illegal drugs when with students on or off school property.
- I will never purposefully endanger the life or health of a student.

I have read the above commitments and policies. I understand that I may be dismissed as a volunteer if I violate any of them.

Volunteer Signature: _____

Date: _____

ACCEPTABLE FORMS OF IDENTIFICATION FOR LIVE SCAN TRANSACTIONS

Acceptable *Primary* forms of photo identification include any of the following:

- California Driver's License
- Department of Motor Vehicles Identification Card
- Out-of-State Driver's License

In the absence of a *primary* form of identification, the Live Scan Technician may accept one or more of the following as *Secondary* forms of Identification, *but only with the supplemental documents noted below*:

- State Government Issued Certificate of Birth
- U.S. Active Duty/Retiree/Reservist Military Identification Card (000 10-2)
- U.S. Passport
- Federal Government Personal Identity Verification Card (PIV)
- Department of Defense Common Access Card
- U.S. Tribal or Bureau of Indian Affairs Identification Card
- Social Security Card
- Court Order for Name Change/Gender Change/Adoption/Divorce
- Marriage Certificate (Government Certificate Issued)
- U.S. Government Issued Consular Report of Birth Abroad
- Foreign Passport with Appropriate Immigration Document(s)
- Certificate of Citizenship (N560)
- Certificate of Naturalization (N550)
- INS I-551 Resident Alien Card Issued Since 1997
- INS I-688 Temporary Resident Identification Card
- INS I-688B, I-766 Employment Authorization Card

When using a *Secondary* form of ID, at least *TWO* of the following *Supplemental documents must be presented*:

- Utility Bill (Address)
- Jurisdictional Voter Registration Card
- Vehicle Registration Card/Title
- Paycheck Stub with Name/Address
- Jurisdictional Public Assistance Card
- Spouse/Parent Affidavit
- Cancelled Check or Bank Statement
- Mortgage Documents

When supplemental documentation does not support the validation of the original identification documents, the Live Scan Technician will not accept the form of identification and will not fingerprint the applicant.



HAYWARD UNIFIED SCHOOL DISTRICT

Human Resources Department
24411 Amador Street, 3rd Floor
Hayward, CA 94544
(510) 784-2648

FAMILY VOLUNTEER FINGERPRINT AUTHORIZATION FORM

This form must be completed prior to making an appointment.

Please refer to the Live Scan Fingerprinting form for information on making an appointment, requirements and the fees associated. Please allow 7-14 days for the clearance to be received.

DATE: _____

VOLUNTEER'S NAME: _____

RELATION TO STUDENT: _____

STUDENT'S NAME: _____

ADDRESS: _____

CITY: _____, STATE: _____ ZIP CODE: _____

HOME PHONE NUMBER: (____) _____ - _____

SCHOOL: _____

TYPE OF ID: _____ ID#: _____

VOLUNTEER SIGNATURE _____

This section MUST be completed prior to making an appointment:

School Office Use Only:

SIGNATURE: _____ PRINT NAME: _____

PHONE: _____ JOB TITLE: _____