



General requirements for ALL Volunteers/Observers/Student Teachers/Coaches/Other:

- **Must be 18 years or older**
- **Complete Volunteer/Observer or Student Teacher Form (every year)**
- **Human Resources and Support Service clearance**
- **Fingerprint clearance**
- **TB (tuberculosis) clearance**

All Volunteers must clear all of the above (even if they are only attending **one field trip, **one** class participation, **one** activity, etc.).**

If a Volunteer (parent/grandparent/coach/other community volunteer) has cleared and has been volunteering consecutive years, they do not need to fingerprint again; they do however, need to fill out the “Volunteer Form” each year and turn it in to the Human Resources department at the District Office. If we do not have record of consecutive years of service, the Volunteer will need to fingerprint again.

Brand new parent volunteers/other volunteers please call (805) 385-1501 Extension 2050 to make an appointment to fingerprint.

Once the Volunteer has met all of the requirements, the Human Resources office will notify the School Principal and the School Office Manager via email, as well as contact the volunteer telling them they have cleared and that they can reach out to the school to start volunteering.

Volunteers other than parents may need to have approval by the CSEA President, our office will take care of that process if needed.

For all other questions please contact Lacy Jetton at (805) 385-1501 x2059

Thank you for your cooperation,
The Human Resources Department

