



# OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • 805/487-3918

## USE OF VOLUNTEERS REQUEST FORM

Site \_\_\_\_\_ Person Making Request \_\_\_\_\_

Start Date \_\_\_\_\_ Estimated Duration \_\_\_\_\_

Brief Description:

---

### Approvals:

\_\_\_\_\_  
CSEA President/Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
CSEA Job Family Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Administrator

\_\_\_\_\_  
Date

Article 23.3.7 At least fifteen (15) days prior notice must be given to the Director of Classified Personnel through use of the "District Use of Volunteers Request Form" by the requesting administrator or classified manager. The use of a volunteer must be approved by obtaining the signatures of the CSEA President/Designee, a Human Resources Administrator, and the affected job family representative on the form before the work is performed. If any concerns exist regarding the request, the Director of Classified Personnel shall be notified immediately. A conference shall be held as soon as possible in an effort to resolve the concerns. The fifteen (15) day time frame can be reduced by mutual agreement of the CSEA President/Designee and Director of Classified Personnel.