

## Volunteering in Our Schools

Volunteers play an important and valuable role in the Ross Valley School District. Students, teachers, staff, parents and the community benefit when volunteers share their talents, experience and resources. Volunteers support students in a variety of ways, including assisting in the classroom, on the playground and/or during lunch, as field trip drivers and chaperones, at school events, in afterschool activities/sports and a variety of special programs.

Family members may volunteer at a student's school. For anyone other than a student's family members who wish to volunteer, please contact the school office.

All volunteers *must* complete a "Volunteer Application" along with written verification from a healthcare provider of negative tuberculosis test within the last 4 years (e.g. skin test or Risk Assessment Questionnaire). Additional requirements apply for those who will be volunteering as field trip drivers and/or chaperones on overnight field trips.

We cannot imagine RVSD without the hard work and dedication of our volunteers. On behalf of the students and staff, we appreciate all you give to support our schools!

## Volunteer Procedures

### **Each volunteer will need to complete and submit the following:**

- Volunteer Application Form
- Verification of negative TB test or the Risk Assessment Questionnaire
  - If you volunteered during the 2016-17 school year, you will be notified if you need to update your TB test or complete the Risk Assessment Questionnaire.
  - The TB test or Risk Assessment is valid for 4 years.
  - The TB Risk Assessment Questionnaire can be completed by your physician or health care provider.
  - If you are unable to have your physician or health care provider complete the questionnaire, you may have the TB risk assessment questionnaire reviewed by the RVSD school nurse.

### **For the following types of volunteering, additional forms are required as listed below:**

## Field Trip Driver

If you will be volunteering to drive on a field trip, in addition to the volunteer application and verification of a negative TB test, please complete and submit the following:

- An “Educational Field Trip Driver Form” must be submitted annually and/or whenever information changes during the school year.
- A copy of your automobile insurance policy declaration page/coverage
  - The declaration page must include the name of the insured driver, make(s) and model(s) of vehicle(s), coverage limits, and the expiration date. The required insurance limits are: Bodily Injury - \$100,000/\$300,000 and Property Damage - \$25,000.
- *Even if you are only transporting your own student(s), we must still have your completed “Educational Field Trip Driver Form” and copy of your automobile insurance policy declaration on file.*

## Overnight Field Trip Chaperone

If you are interested in volunteering to chaperone on an overnight field trip, in addition to the volunteer application and verification of a negative TB test, the following is required:

- Fingerprint Clearance through the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI).
- Once notified that you have been selected to be a chaperone by your classroom teacher, contact Lynn Merrion, District Office at (415) 454-4062 ext.130 or [lmerrion@rossvalleyschools.org](mailto:lmerrion@rossvalleyschools.org), to obtain the “Live Scan Form” which must be taken to your fingerprint appointment.

There are two locations where you may complete Live Scan fingerprinting, and the Ross Valley School District will be billed for the cost of your Live Scan report.

- Until your fingerprints have been cleared you may not chaperone, please allow up to 60 days after fingerprinting for RVSD Human Resource Department to receive the report from the DOJ/FBI.
- Fingerprint clearance is valid for 10 years.  
*NOTE: Please be aware that once your fingerprints are on file, the DOJ and FBI will release any past and/or current arrest information to the Ross Valley School District. Additionally, RVSD Human Resource Department will be provided “Subsequent Notification” of any arrests and convictions that may occur in the future.*

Thank you for your willingness to volunteer for our students! If you have any questions, contact your child/ren’s school or Teri Louer, Director Student Services, at (415) 451-4066 or [tlouer@rossvalleyschools.org](mailto:tlouer@rossvalleyschools.org).