

**Adelanto Elementary School District- Human Resources Department**

**VOLUNTEER APPLICATION**

**NEW VOLUNTEER**       **PREVIOUS VOLUNTEER**       **AESD EMPLOYEE**

<b>VOLUNTEER INFORMATION</b>			
Legal Last Name:	First:	Middle Initial:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
D.O.B.:	Social-Security Number:	Other name(s) used (AKA) or Nickname:	
Home Address:	City:	Zip:	
Mailing Address:	City:	Zip:	
Primary Telephone #:	<input type="checkbox"/> Home <input type="checkbox"/> Mobile <input type="checkbox"/> Other	Secondary Telephone #:	<input type="checkbox"/> Home <input type="checkbox"/> Mobile <input type="checkbox"/> Other
Email Address:			
Student's Name:		Are you currently Employed: <input type="checkbox"/> Yes <input type="checkbox"/> No Employer:	

<b>EMERGENCY CONTACT INFORMATION</b>		
List the name of the person to contact in case of an emergency:		
Name:	Relationship:	Primary #:
Name:	Relationship:	Primary #:

<b>WHICH SCHOOLS WOULD YOU LIKE TO VOLUNTEER AT? (CHECK ALL THAT APPLY):</b>									
Adelanto	<input type="checkbox"/>	Eagle Ranch	<input type="checkbox"/>	Gus Franklin	<input type="checkbox"/>	Morgan Kincaid	<input type="checkbox"/>	West Creek	<input type="checkbox"/>
Bradach	<input type="checkbox"/>	El Mirage	<input type="checkbox"/>	Melva Davis	<input type="checkbox"/>	Ted Vick	<input type="checkbox"/>	Westside Park	<input type="checkbox"/>
Columbia	<input type="checkbox"/>	George	<input type="checkbox"/>	Mesa Linda	<input type="checkbox"/>	Victoria Magathan	<input type="checkbox"/>		<input type="checkbox"/>

<b>The following information is REQUIRED</b>	
Have you ever been convicted of a felony or misdemeanor, or currently have charges pending? <b>IF YES, YOU MUST LIST ALL CONVICTIONS AND ATTACH A BRIEF STATEMENT OF EXPLANATION</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you lived out of state in the past year?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**STATEMENT OF UNDERSTANDING**

The Adelanto School District believes every student should be able to enter a learning environment free from crime, violence, drugs and abuse. In the interest of our students, staff and community, the District reserves the right to screen volunteer applicants for any record of criminal history. All volunteers are subject to an investigation to determine that they are not registered sex offenders and/or drug convictions and/or convictions for committing serious and/or violent felonies in accordance to Education Code 35021 and Administrative Regulations 1240. I understand School Volunteers need a current TB Test, valid identification card, and be board approved before starting volunteer service. Attached is a copy of tuberculosis test (valid for four years) and a copy of **one** of the following forms of identification; Driver's License, State issued ID card, Passport or Permanent Resident Card. Once all documents are submitted, Volunteer forms will be sent to District Office for Board Approval. All Volunteers must be Board Approved prior to volunteering on any school site. I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this form as may be necessary. I understand that this is not intended to be a contract for employment and that I am required to abide by all rules and regulations of the District.

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>(FOR DISTRICT USE ONLY)</b>	
DOJ Cleared: _____	Megan's Law: _____
ATI#: _____	Valid ID: _____
Fingerprint Appt: _____	Epics: _____
Board Approved: _____	Current TB: _____
Verified by: _____	

<b>(FOR SCHOOL USE ONLY)</b>	
School Site: _____	Date: _____
Principal's Signature: _____	
In-Service Date: _____	

## Adelanto Elementary School District VOLUNTEER CODE OF CONDUCT

This document defines the **Adelanto Elementary School District requirements** for all school volunteers.

### **As a volunteer, I agree to abide by the following code of volunteer conduct:**

1. Immediately upon arrival, I will sign in at the main office and at the designated volunteer sign-in station at the time of volunteer service.
2. I will wear or show volunteer identification at all times as required by the school/district.
3. I will use only adult bathroom facilities.
4. I agree to never be alone with individual students who are not under the supervision of teachers or school authorities.
5. I will not disturb or disrupt the academic program for students or staff.
6. I will **not** contact students, staff or parents outside of school hours.
7. I agree not to access, review, disclose or use confidential student, staff or parent information. Or exchange telephone numbers, home addresses, e-mail addresses or any other student directory information with or about students, staff or parents. I will maintain confidentiality at all times including outside of school.
8. I understand that any information about parents, staff and/or students remains confidential and cannot be disseminated to any other person or organization.
9. I will share with teachers and/or school administrators **any** concerns that I may have related to student welfare and/or safety.
10. I agree **not** to transport students.
11. I will not take, disclose, use, or disseminate student photographs or personal information about students, self, or others to anyone.
12. I agree to follow the district procedures for maintaining TB clearance, screening of volunteers, and the assignment of volunteers.
13. I will not act as an unauthorized spokesperson or representative of the district.
14. I agree to comply with all AESD policies and school rules applicable to school staff as well as all directions from the school/district administrators and staff while serving as a volunteer.
15. I can only volunteer at schools where I have been approved. (To volunteer at any other site I must have written authorization of the site administrator.)
16. Volunteer badge will remain at the school site.

**I agree to follow the Volunteer Code of Conduct at all times. I further understand that my authorization to serve as a volunteer may be terminated by the Superintendent and/or school principal at any time if it is determined that termination is in the best interest of the school or students.**

**Volunteer Name:** \_\_\_\_\_ **School:** \_\_\_\_\_

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Human Resources Department**

AESD strives to be the High Desert's premier learning establishment where dreams are awakened, academic achievement soars, and integrity leads the way to future success.

