

150 South Third Avenue
Arcadia, CA 91006

p 626 821 8300
f 626 446 3064
www.ausd.net



Dear Volunteer,

Thank you for your interest in becoming a volunteer with the Arcadia Unified School District! People who help in the schools are making an investment in the future and a contribution to the community. We offer a variety of volunteer opportunities designed to fit your unique interests, talents, and schedule. You do not need any experience or degree.

The following are the requirements for volunteering with AUSD:

1. Complete and return the attached volunteer registration form to the school office.
2. First-time volunteers not screened for TB in the past 60 days or current volunteers due for the four-year TB screening must provide proof of completion of the attached TB Risk Assessment Questionnaire by a personal health care provider.
3. In addition, some volunteers (e.g., one-on-one unsupervised tutors, overnight field trip chaperones, etc.) may need fingerprinting clearance. AUSD offers fingerprinting free of charge (see below).

TB Testing

The California Education Code, Section 49406 and Health and Safety Code Sections 121525-121555, states all persons volunteering in public schools must have the TB Risk Assessment Questionnaire completed by a physician, physician assistant, nurse practitioner or registered nurse every four years. Volunteers with a documented history of TB disease or positive TB test need a chest X-ray and symptom review if not done within six months prior to initial volunteering. Further details are available upon registration in the school office.

Fingerprinting

The California Education Code, Section 45125, states that all persons working unsupervised with students must pass a background security check. If you will be unsupervised by an AUSD employee while volunteering with AUSD students, you will need to be fingerprinted. Fingerprinting is offered free for all volunteers. Instructions will be provided upon registration in the school office.

Nondiscrimination in Employment

To view Arcadia Unified School District's Board Policy 4030 Nondiscrimination in Employment and Administrative Regulation 4030 Nondiscrimination in Employment, which also apply to volunteers, please visit the "Comments, Concerns, and Complaints" section of the AUSD website at www.ausd.net.

We hope this is just the beginning of what will become the most rewarding experience for you and some lucky Arcadia Public School students. Whatever time you have to give *will* make a difference for our students!