

# Volunteer Process

The Yuba City Unified School District had a policy for parents who wish to volunteer in the classroom and on field trips. Below are the policies and when a fingerprinting is needed to be done.

## Policy- Volunteer is required to be fingerprinted:

- Parent is going to be left alone with students anytime/anywhere: On a field trip or in the classroom.
- Parent is regularly in the classroom (2 times or month or more). Also required completion and review of a TB Risk Assessment form located on the back of the volunteer form.

## Policy- Volunteer is **NOT** required to be fingerprinted:

- Parent who are in the classroom less than 2 times per month and will not be left alone with students.
- Parents on a field trip who will never be left along with students.

**If you want to volunteer and are required to be fingerprinted, the following must be done.**

- You must obtain a Yuba City Unified School District Volunteer Application directly from Lincrest.
- Once the application is returned to the school, the Principal will review and if/when approved the application will forwarded to the District Office for processing.
- If a TB test is required, complete risk assessment on the back of the volunteer form.

Once the forms have been forwarded to the District Office, they will be in contact with you to be fingerprinted. Please be aware the staff at the District Office will only contact you ONE time. It is your responsibility to go and be fingerprinted. If you have previously turned in a form, but have not done the fingerprinting process, a new form will have to be completed and returned. **If you have been fingerprinted and informed your fingerprints have been cleared you do not need to complete the form again.**

