

MVSD Volunteer Checklist

Types of Volunteers:

Classroom Volunteers (*No Volunteer Application Needed*)

Parents/guardians who volunteer in a classroom, or chaperone a field trip, during school hours under the direct supervision of a teacher. These types of volunteers do not need to complete the District volunteer application and clearance process.

Overnight Field Trip Volunteers; After-School Hours Volunteers; Athletic Coaches

Volunteer clearance is needed for parents/guardians/community members who will be participating in an overnight trip; who is assisting with activities that occur after the school hours (i.e. clubs, extracurricular activities, etc.; and individuals who are volunteering as athletic coaches.

Field Trip Driver

Volunteers who provide transportation with private vehicles for field trips and extracurricular activities. If you are driving students as part of a school activity, the School Driver Form and a copy of your insurance declaration page are needed in addition to the volunteer clearance outlined above.

Each volunteer must complete and submit the following to the school site office two weeks prior to scheduled volunteer activity:

VOLUNTEER CHECKLIST		
Item/Document to Complete	Self Verification	School Site Verification
Volunteer Application Form		
Live Scan DOJ/FBI Background Check (Required for new volunteers only. Volunteers with previous DOJ/FBI clearance through MVSD do not need to be re-fingerprinted)		Clearance through HR

ADDITIONAL REQUIREMENTS FOR DRIVERS		
Field Trip Driver Form		
Copy of Automobile Insurance Policy Declaration Page		

RETURN THE COMPLETED VOLUNTEER PACKET TO YOUR SCHOOL SITE ADMINISTRATIVE ASSISTANT.

FOR INTERNAL PROCESSING

Date Clearance Verified by HR: _____	HR Signature: _____
Added to Volunteer Database: _____	



MILL VALLEY SCHOOL DISTRICT

Volunteering in Our Schools

Volunteers play an important and valuable role in the Mill Valley School District. Students, teachers, staff, parents, and the community benefit when volunteers share their talents, experience, and resources. We cannot imagine MVSD 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!

ITEMS NEEDED TO VOLUNTEER:

- **Volunteer Application Form**
- **Fingerprint Clearance** through the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI).
 - Volunteers only need to complete this process once. If you believe you already have a DOJ/FBI clearance on file with MVSD, please contact HR at agamboa@mvschools.org.
 - Until your fingerprints have been cleared, you may not volunteer (except as classroom volunteer, see definitions on page 1).
 - Please allow up to 15 days after fingerprinting for the MVSD Human Resource Department to receive the report from the DOJ/FBI.
 - *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 Mill Valley School District. Additionally, MVSD Human Resource Department will be provided "Subsequent Notification" of any arrests and convictions that may occur in the future.*

ITEMS NEEDED TO DRIVE:

In addition to the items listed above, a Field Trip Driver has the additional requirements listed below.

- **Field Trip Driver Form**
 - A "Field Trip Driver Form" must be submitted annually and 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 - \$50,000.
- Even if you are only transporting your own student(s), we must still have your completed "Field Trip Driver Form" and copy of your automobile insurance policy declaration on file.



MVSD Volunteer Application

This application must be completed if you wish to be a Volunteer and/or be a Field Trip Driver. Please check each box below for the kind of volunteering you are interested in and complete the corresponding forms. Once completed, please return this form to your school site office.

☐ **Volunteer (Overnight Field Trip; After-School; Athletics):** Volunteer Application and Fingerprint Clearance

☐ **Field Trip Driver:** Volunteer Application, Fingerprint Clearance, Field Trip Driver Form, and Proof of Insurance

School/s: ☐ Middle School ☐ Edna Maguire ☐ Park ☐ Old Mill ☐ Strawberry Point ☐ Tam Valley

Name: _____
Last Name First Name MI

Address: _____
Street City Zip Code Phone Number

Student Name: _____ Relationship to Student: _____ Teacher: _____

Student Name: _____ Relationship to Student: _____ Teacher: _____

Student Name: _____ Relationship to Student: _____ Teacher: _____

Volunteer Conditions and Confidentiality (please read and initial)

	All student information should be treated confidentially. I am required to maintain confidentiality of all information that I may obtain directly or indirectly regarding pupils/parents/staff.
	Any information learned from a student should be held in strict confidence except if student confides they are the victim of abuse and/or involved in any illegal activity
	I am to conduct myself in a manner that will not be distracting from the educational process.
	As a matter of safety, I will not bring siblings and/or children not enrolled in the classroom during any volunteer hours (i.e. class parties, field trips, etc.).
	All accidents/injuries must be reported immediately to the Principal or Principal's Designee
	School staff is responsible for discipline and grading will be handled by the student's teacher.
	I will sign in and out at the school office and wear a school visitor badge at all times while volunteering.
	While volunteering, I will not bring, distribute or consume any prohibited substances (i.e. tobacco, alcoholic beverages, marijuana, etc).
	I understand I may be held personally responsible for any act that could be considered gross negligence in the performance of my responsibilities.
	I will adhere to all health and safety guidelines (requirements and recommendations) to prevent the spread of COVID-19 including not volunteering if I am exhibiting any symptoms of COVID-19.

I have read and understand each of the above conditions and I agree to abide by them. Consistent with applicable law and District Policy, the District shall not authorize any registered sex offenders to volunteer in classrooms or drive or chaperone students on field trips.

VOLUNTEER SIGNATURE: _____

DATE: _____



Live Scan Fingerprinting

Information and Locations

Information

- There is no charge to the applicants.
- You must bring the live scan form provided by HR with you to the live scan location, completely filled out in the applicant section.
- Please keep the completed form after the live scan has been submitted in case it is needed to reference the ATI# in the event of a delay.
- The applying agency (MVSD/HR) will receive the results electronically and notify you once you have cleared.

To ensure the safety of everyone and the efficiency of the Fingerprint/Live Scan services the Sheriff's Office asks for compliance on the following:

- Appointment are required. Be on time. Late appointments will be asked to reschedule.
- We cannot print individuals with open wounds on their fingers, reschedule when healed.
- Perfume, lotion, or oil based products should not be worn the day of the appointment.
- All cell phones and non-medical related electronic devices should be turned off prior to entering our facilities.
- Pets and nonessential individuals should not attend an applicant's appointment.

Once fingerprints are digitally obtained, they are transmitted to the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI). The DOJ and FBI will evaluate the prints and transmit the results to the requesting agency within 3 to 14 days. If after 14 days the requesting agency has not received results, please contact the Department of Justice at (916) 227-3835.

The following location is authorized to complete the Live Scan (computerized) fingerprinting for the Mill Valley School District:

San Rafael Sheriff's Substation:

415-473-5394

1600 Los Gamos Dr. Ste 200, San Rafael, CA 94903

Hours: 8-4:30

Take ramp right for Smith Ranch Rd. toward Lucas Valley Rd., left on Smith Ranch Rd., road name changes to Lucas Valley Rd., left on Los Gamos Dr.

For any questions please contact Human Resources at the Mill Valley School District: 415-389-7744 or HR@mvschools.org

The only district verified and authorized site is the San Rafael Sheriff's Station.

REQUEST FOR LIVE SCAN SERVICE

BCII 8016A (3/07)

Applicant Submission for Public Schools or Joint Powers AgenciesORI: A0836

Code assigned by DOJ

Type of Applicant: (check one) ☒ Classified School Emp. ☐ Credentialed School Emp**The following selections are for Public Schools only:**☐ License, Certification, Permit ☐ Peace Officer ☐ Law Enforcement Personnel ☐ Volunteer

Job Title or Type of License, Certification or Permit: _____

Agency Address Set Contributing Agency:

Mill Valley School District01851

Agency authorized to receive criminal history information

Mail Code (five-digit code assigned by DOJ)

411 Sycamore AvenueKimberly Berman

Street No.

Street or P.O. Box

Contact Name (Mandatory for all school submissions)

Mill ValleyCA94941(415) 389-7744

City

State

Zip Code

Contact Telephone Number

Name of Applicant:

(Please print)

Last

First

Middle Initial

AKA's:

Last

First

CDL No. _____

DOB: _____

SEX: ☐ Male ☐ FemaleMisc. No. **BIL** 140760

Agency Billing Number

HT: _____

WT: _____

Misc. No. _____

EYE Color: _____

HAIR Color: _____

Home Address: (Applies only if Youth Org. / HRA or Public Utility submission)

POB: _____

Street or P.O. Box

SOC: _____

City, State and Zip Code

Your Number: _____

OCA No. (Agency Identifying No.)

Level of Service: ☒ DOJ ☒ FBI

If resubmission, list Original ATI No. _____

Live Scan Transaction Completed By: _____

Name of Operator

Date: _____

Transmitting Agency

ATI Number

Amount Collected/Billed

EDUCATIONAL FIELD TRIP FORM 2022-23

Student Name: _____ Student Name: _____ Student Name: _____

Teacher: _____ Teacher: _____ Teacher: _____

Room: _____ Room: _____ Room: _____

**PLEASE FILL OUT THIS FORM IN ITS ENTIRETY AND DO NOT FORGET TO SIGN THE BACK.
FORMS MUST BE SUBMITTED ONE WEEK PRIOR TO FIELD TRIP. THANK YOU!**

Thank you for volunteering your services to assist in transporting children, **including if you are only driving your own child**, on a school-sponsored activity or activities. Prior to using a private automobile for an educational field trip, the driver must complete, sign, and have this form on file in the school office. This form must be completed at least once each school year and each time the information on the form changes.

DRIVER INFORMATION

(Chaperones please complete Conditions/Restrictions/Agreement and sign and date.)

Driver (circle one): Employee Parent/Guardian Volunteer

Name: _____ Date of Birth: _____

Address: _____

Driver's License No.: _____ State: _____ Expiration Date: _____

Telephone Number: () _____ Cell Phone Number: () _____

DRIVER VEHICLE INFORMATION

Name of Owner: _____ Year: _____ Color: _____

Address: _____ Make: _____ Model: _____

License Plate No.: _____ Registration Expiration _____ Seating Capacity: _____
(Excluding front passenger seat if there is a front passenger air bag)

DRIVER INSURANCE INFORMATION MUST BE ATTACHED

Insurance Company: _____ Expiration Date: _____

****A copy of your insurance "Declaration Page" showing policy limits, names and vehicle insured and expiration date must be attached to this form**** If your policy expires during the 2022-23 school year, please provide updated information to the school office. Proof of insurance cards are not accepted. "Continuous until Canceled" is not accepted as an expiration date.

REQUIRED LIMITS: Bodily Injury: \$100,000/\$300,000 Property Damage: \$ 50,000

(OVER – Please complete both sides of this form.)

DRIVER / CHAPERONE CONDITIONS / RESTRICTIONS

- The vehicle capacity is one passenger per seat belt. All passengers shall use their seat belts.
- **No child under 12 years of age may sit in the front seat.** Use of child car seats shall be in accordance with law. (As of January 1, 2012, all children under 8 or less than 4'9" must be properly placed in a car seat or booster seat in the back seat of the vehicle.)
- The vehicle is in a safe operating condition based on inspection by me as to lights, horn, turn signals, brakes, tires, and suspension.
- I have no physical limitations that would adversely affect my ability to drive safely.
- My cell phone will be used only in the case of an emergency while on District business.
- I am not taking any medication that would adversely affect my ability to drive safely.
- I have no prior convictions for driving under the influence, nor will I consume any alcoholic beverages or other drugs while on a school-sponsored trip or excursion.
- I have not been convicted nor have pending charges of a misdemeanor or felony.

Please Note: If you drive your personal automobile while on district business and you are involved in an accident, by law your liability insurance policy is used first. The district liability policy would be used only after your policy limits have been exceeded. The district does not cover, nor is it responsible for, comprehensive and collision coverage to your vehicle.

DRIVER / CHAPERONE AGREEMENT

CHAPERONE/DRIVER: I certify all information on this form is correct.

DRIVER: The insurance coverage is in force and I agree to advise the District in writing of any changes in the above information. I understand that my insurance is primary in case of an accident and that the Mill Valley School District accepts no responsibility for damage or loss to my vehicle. All passengers will wear seat belts and follow applicable California laws.

Signature _____ Date _____

Principal's Approval _____ Date _____

Note: This form expires June 30 and must be renewed each year.