Online Volunteer Packet Instructions

1. Please use the online packet for volunteers.
2. You can add the volunteer packet link to your school or department homepage or email the link to the volunteers: 2019-20 SCUSD Volunteer Packet
3. You can also direct volunteers to the District Website Volunteer page: SCUSD Volunteer Information
4. The volunteer will complete the form and choose the school or department they are volunteering for. The packet can be done on a smart phone or tablet but it is preferred on a computer.
5. The volunteer has the option of attaching their TB test and copy of their photo ID. Once completed, they will SUBMIT the form.
6. The site/department Secretary or Clerical Assistant will receive the online form sent to them. They will them complete the information needed. At this point, a volunteer level will be chosen. Level A is a onetime volunteer, such as a speaker. They do not need to complete a packet or turn in a TB. None of the volunteer packets should have Level A. Levels B and C cover almost all our volunteers. These volunteers are, but not limited to, a classroom, PTA or a field trip (not driving) volunteer. Level D is the highest level and requires fingerprints. This would be for, but not limited to, field trip drivers, overnight volunteers and anyone that could be alone with students.
7. All volunteers must be approved by the Administrator. The packet should not be sent on to the Administrator for approval by the Secretary/Clerical Assistant until ID, Megan's Law and TB are checked.
8. If Level D volunteer was chosen, then the packet moves on to HR after the Administrator approves. HR will then notify the volunteer to set up a fingerprint appointment. Once fingerprints have cleared, HR will note the fingerprint clearance date on the first page. When the packet is approved, it will show 'Completed' on the K12 Informed site when you log in. Remember that all Level D volunteer packets must be sent on to HR, even if the volunteer has already been fingerprinted. HR will not send a copy of the first page as the sites now will have access to see the approval.
9. As in the past, with the paper packets, the sites notify the volunteer that they are cleared. As far as notifying the teachers/staff – this is up to each site. The site can print the approved packets from K12 and put in a binder, as in the past. If the site would like to run a report of K12 volunteer packets, HR can provide guidance.
10. All volunteers should be signing in on the approved Volunteer Sign In page SCUSD Site Volunteer Sign In Sheet
11. Any questions/concerns/kudos – please direct to Julie Bennett, jbennett@scusd.net or x 2208.