

**Albany Unified School District's Volunteer Policy**  
**Frequently Asked Questions**

**VOLUNTEER APPLICATION**

**Q. Why does AUSD require all Volunteer IIs and IIIs to submit an application?**

A. To effectively manage AUSD's assets and reduce liability, Alameda County Schools Insurance Group (ACSIG) recommends developing a screening process for volunteers that includes submitting an application and verification of information collected on the application.

**FINGERPRINTING**

**Q. Why does AUSD require Volunteer IIs and IIIs to be fingerprinted?**

A. This is a California Education Code 45125.01 requirement. Subsequent arrests reports are provided to AUSD.

**Q. How do I get fingerprinted?**

A. Contact a local LiveScan site (*example: <http://www.berkeleylivescan.com>*) that provides fingerprinting services to make an appointment, and bring the form received from the school site that has the billing code on it.

**Q. What if the form does not have a billing code on it?**

A. Contact the school site to request one that does.

**Q. What is the fingerprinting fee?**

A. LiveScan sites that set their own fees.

**Q. Can I be reimbursed for the fees?**

A. Volunteers will be reimbursed \$20.00 toward the fingerprinting fee.

**Q. What procedures do I need to follow to be reimbursed?**

A. Turn in a receipt to the school site at which you apply with your application. The site will submit the application with the receipt to the district office for processing and approval, AUSD Board of Education will approve the reimbursement request, and the district office will send reimbursement to the address listed on the application within sixty (60) days.

**Q. I got my fingerprints done for another job, why can't you just contact them?**

A. AUSD initially receives information about a person's arrest record and then if there are subsequent arrests, the District is notified. Even if the District contacted another venue for the initial fingerprint clearance, the District would not receive any subsequent arrest reports.

## **TUBERCULOUS (TB) TESTING**

**Q. Why does AUSD require Volunteer IIs and IIIs to submit a current TB clearance?**

A. This is a California Education Code 49406 & California Health & Safety Codes 121525 – 121555) requirement.

**Q. Why does the TB Clearance need to be administered and read within the last 60 days?**

A. This is a California Education Code 49406 & California Health & Safety Codes 121525 – 121555) requirement.

**Q. How long is a TB clearance valid?**

A. California Education Code 49406 & California Health & Safety Codes 121525 – 121555) requires Level II volunteers to provide an updated TB clearance every four years.

**Q. Is the TB test a new requirement?**

A. The Board of Education adopted Board Policy 1240 & Administrative Regulation 1240 on 5/19/09 with a revision date of 6/3/09 to be in compliance with current industry standards and the California Education Code 49406 & California Health & Safety Codes 121525 – 121555.

**Q. I always test positive for TB even though I've never had it. Do I still need to get a TB test?**

A. If you've tested positive to TB and shown to be clear from TB by X-ray, you do not need to be tested again. Please turn in a note from the doctor stating that you are clear from TB by X-ray.

## **GENERAL QUESTIONS**

**Q. I want to volunteer at two different sites. Do I need to turn in an application for each site?**

A. If you are a Volunteer I, then you must complete a Volunteer I Information Sheet for each site. If you are a Volunteer II or III, then you only need to complete one application. Once you are approved as a Volunteer II or III then you are approved for any site.

**Q. If I volunteer as a driver and then want to volunteer in the classroom do I have to submit another volunteer application?**

A. No, the requirements to be a volunteer driver exceed those required for classroom volunteers.

**Q. How long does the volunteer clearance process take?**

A. Approximately sixty (60) days.

**Q. How will I know when the volunteer clearance process is completed?**

A. You will be notified if your volunteer clearance is approved by the site at which you applied.

**Q. How long is a volunteer clearance valid?**

A. The volunteer clearance remains valid as long as the TB clearance, California driver's license, DMV driver's report, and vehicle registration are up-to-date.

**Q. Can a school district set standards higher than both the California Education and the Health & Safety Codes?**

A. Yes, and many do. However, AUSD does not and requires only what is necessary to meet the moral, ethical, and legal obligation to ensure that when you entrust your child to an AUSD school, we have done everything possible to protect your child both inside and outside of the classroom.