



Send prospective volunteers with this completed form to Human Resources.

VOLUNTEER BACKGROUND CHECK AUTHORIZATION (BC-1 Rev. 06/21/06)

FOR SITE/PROGRAM _____

IMPORTANT: This form is for volunteers not under direct supervision of SCUSD certificated staff, or those working in programs where such screening is required. The prospective volunteer is instructed to bring this letter, along with a valid California Driver's License or California Identification Card, plus their Social Security number to the Human Resources Office in the Serna Center in order to initiate the background check process. There is a fee of \$62 for this process. If you have questions about which level of screening is required for a specific volunteer, please call 643-7920.

SIGNATURE OF

SUPERVISOR _____ DATE _____

PRINT NAME _____

E-MAIL ADDRESS _____ PHONE _____

BUDGET CODE:

____ - ____ - 4 - 5800 - ____ - ____ - ____ - ____ - ____ - ____

Prior to beginning any assignment, SCUSD Board policy requires that all volunteers be cleared to work by the Department of Justice.

- I understand this requirement and will not volunteer with the district until clearance is received from the SCUSD Human Resources Office.
I have received a copy of district rules and regulations for volunteers [BP1240 and AR 1240]
I hereby fully release and discharge the Sacramento City Unified School District, its officers, employees, agents and volunteers from any and all liability arising out of or in connection with this background check and all liabilities associated with and all claims related to this background check.

Prospective Volunteer's Signature _____ Date _____

PLEASE PRINT NEATLY

Name (First/MI/Last) _____

Address _____

City _____ Zip Code _____ Telephone (____) _____

A conviction may not necessarily disqualify you from the volunteer job for which you have applied. Convictions include diversionary offenses, or other offenses that have been plea-bargained, or for which you have pleaded no contest. Failure to reveal convictions is grounds for immediate termination.

- Have you ever been convicted of a felony or misdemeanor? Yes ___ No ___
If the answer is YES, please explain (on the other side of paper):