



**VOLUNTEER FINGERPRINTING and  
CRIMINAL BACKGROUND CHECK  
AUTHORIZATION (BC-1)  
Required for ALL VOLUNTEERS  
Request for Fingerprinting Fee Assistance**

FOR SITE/PROGRAM \_\_\_\_\_

PRINT NAME OF SITE ADMINISTRATOR/SUPERVISOR \_\_\_\_\_ PHONE \_\_\_\_\_

SIGNATURE OF SITE ADMINISTRATOR/SUPERVISOR REQUIRED \_\_\_\_\_ DATE \_\_\_\_\_

\*Site Administrator's signature is MANDATORY to apply as a SCUSD Volunteer PRIOR to fee assistance approval. Submit this form to your school site Office Manager for processing.

BUDGET CODE:    01    3010    0    5717    00    0000    2495    000    0733    000
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**IMPORTANT:** Effective July 1, 2018, all volunteers will be required to be fingerprinted (see Volunteer Rules and Regulations). This form is for volunteers who are requesting fingerprinting fee assistance **ONLY**. The prospective volunteer is instructed to bring this form, along with a valid California Driver's License or California Identification Card, plus their Social Security Number to the school site in order to initiate the fingerprinting process. You may obtain fingerprinting services at the Serna Center, 5735 47<sup>th</sup> Avenue, Sacramento, CA 95824 between 8:00 am – 4:30 pm, Monday – Friday. Prior to beginning any volunteer assignment, SCUSD Board policy requires that all volunteers be cleared to work by the Department of Justice. **Volunteers may contact their school site for fee approval confirmation.** Please keep a copy of this form for your records. If you have questions about the fingerprinting fee assistance screening process for volunteers, please contact your school site or call the Parent Engagement Office at (916) 643-7954.

I understand this requirement and will not volunteer with the district until clearance is received from the SCUSD Human Resources Office. **Clearance verification will be sent to your school site.**

I have received a copy of district rules and regulations for volunteers [BP1240 and AR 1240]. \_\_\_\_\_  
Initial Here

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. For the purpose of this release, 'liability' means all claims, demands, losses, causes of action, suits or judgments of any and every kind that arise as a result of the above-named activity and resulting from any cause other than gross negligence.

**PLEASE PRINT NEATLY**

Name (First/MI/Last) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

Other Names You Have Been known by: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

DOB: \_\_\_\_\_ Home phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**CRIMINAL BACKGROUND INFORMATION**

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. For security reasons, all volunteers will be required to be fingerprinted (see Volunteer Rules and Regulations). References may be requested. Volunteer service may be terminated if service is unsatisfactory or no longer needed by the school district. District policy is available on the website: [www.scusd.edu](http://www.scusd.edu).

Have you ever been convicted of a felony or misdemeanor? Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer is YES, please explain (use another sheet if necessary): \_\_\_\_\_

**FOR OFFICE USE ONLY**

Approved By \_\_\_\_\_ Date \_\_\_\_\_

Entered By \_\_\_\_\_ Date \_\_\_\_\_