



CALEB GREENWOOD
An International Baccalaureate World School

5457 Carlson Drive, Sacramento, CA 95819
site: (916) 277-6266 fax: (916) 277-6591
www.CalebGreenwood.SCUSD.edu

Erin Hanson, Principal
Sacramento City Unified School District

Dear Caleb Families,

2017-18 Volunteer & Driver Packet

Thank you for your interest in volunteering at our school! We recognize that your time is valuable and we are grateful that you are willing to invest in our community to make Caleb Greenwood a special place of learning for all of our children. Based on your level of involvement the school district has different clearance requirements that can take up to two months to complete. Please read carefully below, plan ahead, and contact the front office (277-6266) with any questions.

Please mark your level of interest, attach required forms to this sheet and submit to the front office.

All forms MUST be renewed and submitted every year unless otherwise indicated.

Documents required each school year are shredded prior to the start of school in September so will not be reused or referenced.

Name: _____ Phone: _____

Email: _____

Children Attending Caleb:

_____	_____	_____	_____
(First & Last Name)	(Grade & Teacher)	(First & Last Name)	(Grade & Teacher)
_____	_____	_____	_____
(First & Last Name)	(Grade & Teacher)	(First & Last Name)	(Grade & Teacher)

Ø Campus & Classroom Volunteer: (required for campus and classroom volunteers)

- 1) SCUSD Volunteer registration form (attached; submit every school year)
- 2) Sex Offender Check Authorization/Level II (attached; submit annually; takes 6-8 weeks to process)
- 3) Complete TB Testing or Submit Proof of Clear X-ray * (submit initially, then every four years or as TB test expires)

Ø Field Trip Volunteer: (required in order to attend field trips)

- 1) SCUSD Volunteer registration form (attached; submit every school year)
- 2) Sex Offender Check Authorization/Level II (attached; submit annually; takes 6-8 weeks to process)
- 3) Complete TB Testing or Submit Proof of Clear X-ray * (submit initially, then every four years or as TB test expires)
- 4) Finger Printing & Criminal Background Check Form/Level III ** (attached; complete at district once; does not expire)

Ø Field Trip Driver: (required in order to drive for field trips)

1-4) Field Trip Volunteer Requirements Above AND

- 5) Release of Driver Record Information Form (attached; submit once; takes 6 weeks to process; does not expire)
- 6) Copy of Driver's License (submit every school year)
- 7) Copy of Auto Policy Declarations (showing amount of coverage and expiration date; submit every school year and as policy renews)
- 8) Personal Automobile Use Form (attached; submit every school year)

* TB Testing can be performed by your local health provider or by various medical clinics and expires every four years.

**Fingerprinting must be completed at the SCUSD office. There is a one-time \$47 fee for fingerprinting but once completed it will not need to be repeated. You may call the District Office with any questions: (916) 643-7400.

Office Use Only

_____ Received _____ Submitted _____ Entered _____ Cleared _____ Parent & Teacher Contacted