

# Folsom Cordova Unified School District

125 East Bidwell Street, Folsom, CA 95630 • Tel 916.355.1100 • Fax 916.985.0722 • www.fcusd.org

## VOLUNTEER AGREEMENT FORM

This form should be completed and signed by the volunteer, volunteer's supervisor and site principal after the volunteer has been accepted by the District and completes reading the FCUSD Volunteer Orientation Handbook.

1. Volunteers shall act in accordance with district policies, regulations and school rules. (FCUSD Board Policy 4050)
2. At his/her discretion, a staff member who supervises volunteers may ask any volunteer who violates school rules to leave the campus. Staff members may also confer with the principal or designee regarding any such volunteers. The Superintendent of designee shall be responsible for investigating and resolving complaints regarding volunteers. (FCUSD Board Policy 4050)
3. The principal has the right to refuse any volunteer at his/her school; the teacher may exclude a volunteer from his/her classroom; the Superintendent may exclude a volunteer from the District.
4. Volunteer maintenance work shall be limited to those projects who do not replace the normal maintenance duties of classified staff. (FCUSD Board Policy 4050)
5. Volunteers may work short-term projects which enhance the classroom or school, meet a specific need, comply with established building and safety codes, do not significantly increase maintenance workloads, and comply with employee commitments and contracts. (FCUSD Board Policy 4050)
6. Volunteer aides shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021)
7. Volunteers may not be provided District computer network access via log in by a District employee. Doing so violates District technology use policies. (FCUSD Board Policy 4040)
8. Volunteers may not access or update student information systems (SASI) or records. Doing so violates student confidentiality and may subject the volunteer supervisor to discipline.
9. Volunteers must ensure student confidentiality and address student conduct or other problems to the teacher or principal.
10. Volunteers must attend a site volunteer in-service to learn local procedures.
11. Volunteers must obtain and wear a District ID badge when on campus.
12. Volunteers may not be asked to perform tasks that are potentially unsafe or put them into a compromising situation.
13. Volunteers may not transport students in any District or personal vehicles.
14. Volunteers may not handle school, PTA or other funds associated with a school site.
15. Volunteers are not considered "mandated reporters" for child protection under California law, but volunteers should be aware of child abuse reporting requirements for school employees.

Volunteers should report suspected child maltreatment to the supervising teacher or site administrator.

16. Volunteers are required to engage in appropriate student interactions, behavior, dress and language.

17. Volunteers should feel comfortable discussing questions and concerns about their assignment—including requesting a new assignment—with the volunteer supervisor.

**Description of volunteer’s assignment (to be completed by volunteer’s supervisor). Please attach additional sheet if necessary.**


I have read and understand the policies as outlined in this Volunteer Agreement Form and the Volunteer Orientation Handbook.

\_\_\_\_\_  
Name of Volunteer (Print)

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

I have reviewed these policies and the Volunteer Orientation Handbook with this volunteer, and agree to ensure adherence to these policies.

\_\_\_\_\_  
Name of Volunteer’s Supervisor (Print)

\_\_\_\_\_  
Signature of Volunteer’s Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Principal (Print)

\_\_\_\_\_  
School Site

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

Please return this completed form to the Personnel Department and retain a copy for your files.