



## CVUSD Volunteer Registration Information

To further ensure the safety and security of our students, the Conejo Valley Unified School District has implemented a new policy requiring all volunteers that work with students to be registered and receive clearance from the district.

The NPHS Band relies on many volunteers in a wide variety of capacities from overnight trip chaperones to help with uniforms, towing the trailer, or building props. The Asst. Superintendent for Human Resources has identified four levels of volunteer involvement based on the amount of time and the context that you will have student contact. Each of the 4 levels are outlined in the attached **Volunteer Matrix** and with each level of participation, there is a list of the documents/actions that are required to receive clearance.

In order to be in compliance with the district policy, we will need you to complete the following steps to receive clearance from the district:

1. Complete the information below.
2. Complete CVUSD Volunteer Registration Form.
3. Take these forms and a copy of your photo ID to Linda Abilez (NPHS Front Office Manager) who will give you further instructions on how to complete the CVUSD Volunteer Registration process.

Linda Abilez will ultimately help you determine which actions are required when you turn this form, but we have included each level with the requirements in this packet for your reference. If you have any questions about this process, please feel free to contact either:

Jeanette Zollinger, NPHS Band Admin. Asst. [office@nphsband.org](mailto:office@nphsband.org)

Linda Abilez, NPHS Office Manager [labilez@conejousd.org](mailto:labilez@conejousd.org)

Name \_\_\_\_\_

- Volunteer Position:**
- Occasional Logistical Help Off Campus (Uniforms, Help with Equipment or Chaperoning Local Competitions)
  - Overnight Trip Chaperone
  - Transporting Students in Your Personal Vehicle
  - Other (please specify) \_\_\_\_\_



## CVUSD Volunteer Classifications

**LEVEL 1 – RECURRING INVOLVEMENT, FEWER THAN 10 HOURS OF DIRECT CONTACT WITH STUDENTS PER MONTH, UNDER THE DIRECT SUPERVISION OF CVUSD CERTIFICATED STAFF MEMBER (TEACHER OR ADMINSTRATOR).**

Level 1 volunteers must meet the following requirements:

1. CVUSD Volunteer Registration Form
2. CVUSD Volunteer Code of Conduct
3. Copy of State Issued Identification (CA Driver's license, CA Identification card, passport, etc.)
4. CVUSD TB Risk Assessment Clearance Form
5. Sexual Offender (Megan's Law) Check – CA penal code 290.4 ()

Examples of Level 1 Band Volunteers: Occasional help with nutrition, uniforms, movement of instrument, props, or equipment at competitions.

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**LEVEL 2 – LIMITED/SHORT-SPANNED UNSUPERVISED CONTACT WITH STUDENTS WHILE DRIVING**

Level 2 volunteers must meet the following requirements:

1. CVUSD Volunteer Registration Form
2. CVUSD Volunteer Code of Conduct
3. Copy of State Issued Identification (CA Driver's license, CA Identification card, passport, etc.)
4. TB Risk Assessment Clearance Form
5. Sexual Offender (Megan's Law) Check – CA penal code 290.4 (no action required, this will be completed by NPHS administration)
6. Vehicle Record request (can be printed from DMV website – no DUI, no more than 2 pts)
7. Copy of Auto Insurance Policy Declarations Page
8. CVUSD Personal Vehicle Use Registration Form

**This paperwork is needed ONLY IF you are transporting kids in your personal vehicle.**

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**LEVEL 3 – RECURRING/WEEKLY STUDENT CONTACT UNDER THE DIRECT SUPERVISION OF CVUSD CERTIFICATED STAFF MEMBER (TEACHER OR ADMINISTRATOR) MORE THAN 10 HOURS PER MONTH**

1. CVUSD Volunteer Registration Form
2. CVUSD Volunteer Code of Conduct
3. Copy of State Issued Identification (CA Driver's license, CA Identification card, passport, etc.)
4. TB Risk Assessment Clearance Form
5. Sexual Offender (Megan's Law) Check – CA penal code 290.4 (no action required, this will be completed by NPHS administration)
6. **DOJ/FBI Background check – instructions will be given once paperwork is turned in to Linda Abilez (NPHS Office Manager)**

Level 3 volunteers would include the most active band parents; people who are working frequently in close proximity with students, regularly chaperoning local trips, overseeing volunteer functions on a frequent basis to include planning and preparation of props, nutrition, uniforms, instrument/equipment logistics.



**LEVEL 4 – RECURRING SERVICE WITH POSSIBLE UNSUPERVISED DIRECT CONTACT WITH STUDENTS, STILL UNDER THE DIRECTION OF A CERTIFICATED STAFF MEMBER (TEACHER OR ADMINISTRATOR)**

1. CVUSD Volunteer Registration Form
2. CVUSD Volunteer Code of Conduct
3. Copy of State Issued Identification (CA Driver's license, CA Identification card, passport, etc.)
4. TB Risk Assessment Clearance Form
5. Sexual Offender (Megan's Law) Check – CA penal code 290.4 (no action required, this will be completed by NPHS administration)
6. DOJ/FBI Background check - instructions given once paperwork is turned in to Linda (Office Manager)
7. **Child Abuse/Mandated Reporter Training – this is completed online with instructions to be given once all paperwork is turned in to Linda Abilez (NPHS Office Manager)**

Examples of Level 4 volunteers would be overnight trip chaperones or unsupervised volunteers working directly with students 5 or more hours per week (unpaid walk-on coaches).

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There could be costs associated with either the TB Screening and/or Fingerprinting. Typically these costs could run around:

**\$35-45 TB Clearance (unless your medical provider will do this for you)**

**\$49 for FBI & DOJ clearance plus any additional charge by the LiveScan operator (varies by operator)**

There are no costs associated with completing the Child Abuse/Mandated Reporter Training or the Sexual Offender (Megan's Law) Check