Volunteering in Our Schools

Volunteers play an important and valuable role in the Ross Valley School District. Students, teachers, staff, parents, and the community benefit when volunteers share their talents, experience, and resources. Volunteers support students in a variety of ways, including assisting in the classroom, on the playground and/or during lunch, as field trip drivers and chaperones, at school events, in afterschool activities/sports, and a variety of special programs.

Family members may volunteer at their student's school. For anyone other than a student's family member who wishes to volunteer, please contact the school office.

We cannot imagine RVSD without the hard work and dedication of our volunteers. On behalf of the students and staff, we appreciate all you give to support our schools!

Volunteer Procedures

VOLUNTEER

Each volunteer must complete and submit the following to the school office:

Volunteer

- Volunteer Application Form (attached)
- Provide COVID-19 Vaccination Status
  - If you are fully vaccinated, provide a copy of your vaccination card.
  - If you are unvaccinated or partially vaccinated, please complete the COVID-19 Volunteer Vaccination Status Form (attached). Please note that in accordance with CDPH, volunteers who are unvaccinated, partially vaccinated, or decline to state are considered "unvaccinated" and must test weekly in order to volunteer and will not exempted from the testing requirement even if they have medical issues preventing vaccination, since they are still potentially able to spread the illness. Please refer to the Marin Health and Human Services website for testing resources: https://coronavirus.marinhhs.org/testing. .
- Verification of negative TB test or the Risk Assessment Questionnaire
  - If you volunteered in a previous school year, you will be notified if you need to update your TB test or complete the Risk Assessment Questionnaire.
  - The TB test or Risk Assessment is valid for 4 years.
  - The TB Risk Assessment Questionnaire can be completed by your physician or health care provider.
  - If you are unable to have your physician or health care provider complete the questionnaire, you may have the TB risk assessment questionnaire reviewed by the RVSD school nurse.

FIELD TRIP DRIVER

In addition to the items listed above in section 1, a Field Trip Driver has the additional requirements listed below.

- An "Educational Field Trip Driver Form" must be submitted annually and whenever information changes during the school year.
- A copy of your automobile insurance policy declaration page/coverage
  - The declaration page must include the name of the insured driver, make(s) and model(s) of vehicle(s), coverage limits, and the expiration date. The required insurance limits are: Bodily Injury - $100,000/$300,000 and Property Damage - $25,000.
- *Even if you are only transporting your own student(s), we must still have your completed "Educational Field Trip Driver Form" and copy of your automobile insurance policy declaration on file.*

OVERNIGHT FIELD TRIP CHAPERONE

In addition to the items listed above in section 1 Site-Based Volunteer, and section 2 Field Trip Driver, if the chaperone will also drive students, an Overnight Chaperone has the additional requirement listed below.

- Fingerprint Clearance through the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI). Once notified that you have been selected to be a chaperone by your classroom teacher, contact Lynn Merrion, District Office at (415) 454-4062 ext.1012 or lmerrion@rossvalleyschools.org, to obtain the "Live Scan Form" which must be taken to your fingerprint appointment. There are two locations where you may complete Live Scan fingerprinting, and the Ross Valley School District will be billed for the cost of your Live Scan report.
- Until your fingerprints have been cleared you may not chaperone, please allow up to 60 days after fingerprinting for RVSD Human Resource Department to receive the report from the DOJ/FBI.
- Fingerprint clearance is valid for 10 years.
  NOTE: Please be aware that once your fingerprints are on file, the DOJ and FBI will release any past and/or current arrest information to the Ross Valley School District. Additionally, RVSD Human Resource Department will be provided "Subsequent Notification" of any arrests and convictions that may occur in the future.

Thank you for your willingness to volunteer for our schools! If you have any questions, contact your child/ren's school or Teresa Machado, Executive Assistant to the Board, CBO, and Superintendent, at (415) 451-4060 or tmachado@rossvalleyschools.org. .