



COLTON JOINT UNIFIED SCHOOL DISTRICT

1212 Valencia Drive, Colton, CA 92324 (909) 580 -5000

Volunteer Application Process

1. The school/department provides the application to volunteers (forms are available in English and Spanish).
 - a. *If volunteering for multiple schools/departments an "Affidavit of Volunteer" for each school/departments must be signed by the principle/director/manager.*
2. The school/department receives the application and verifies that is signed, complete, and collects the following documents from volunteer:
 - a. *Volunteer application (Affidavit of Volunteer)*
 - b. *TB skin testing from health care provider (within the last 60 days).*
 - c. *Copy of a Government Issued Photo ID.*
3. **IMPORTANT:** The principal or department director/manager has to signed the application before submitting the volunteer's application to Human Resources for processing.
4. The School Office Manager or Site Secretary will send the application and all required documents to Human Resources Division (attention *HR: Volunteers*) for processing.
5. Human Resources will review and contact the volunteer to set a LIVESCAN appointment for the Department of Justice (DOJ) clearance.
6. Once Human Resources receives clearance from the Department of Justice (DOJ), the volunteer may begin volunteering their time at the school site, immediately.
7. Human Resources will include the volunteer's name to the District's Governing Board for board ratification at the regular 2022-2023 Board Meeting Dates.
8. The Human Resources Division will notify the School Site of the clearance through a google database
 - a. *Contact Zaira Jenkins if you would like for someone else to have access*
9. The School Office Manager or Site Secretary will contact the Volunteer informing the applicant they have been cleared to volunteer for their child's school.
10. Any questions call Zaira Jenkins @ (909) 508-6689 or email at zaira_jenkins@cjusd.net