



Annual Volunteer Application and Waiver

Return the completed SIGNED original Annual Volunteer Application and Waiver, a copy of your ID, and your TB clearance (if required) to your School Site Manager.

Volunteer Information

Full Name _____
(First) (Middle) (Last)

Maiden Name/Other Names Used _____

Address _____ City: _____ Zip: _____

Length of Residence in San Diego (years): _____ Date of Birth _____
(Mo/Day/Yr) *

Home Phone: _____ Cell: _____ Email: _____

Driver's License Number _____ State Issued: _____

Other Govt. Issued ID type (if no driver's license): _____ ID#: _____

*Volunteer chaperones on field trips must be at least 18 years of age. Volunteer drivers must be at least 21 years of age. HTH Vans may only be driven by HTH staff members and, on certain occasions, HTH athletic coaches who are at least 25 years of age, and who have passed required clearances.

DOCUMENT REQUESTED: Please attach a copy of your Driver's License or other ID

Parents/Guardians - please list each of your HTH students, grade level, and the school each attends:

1. _____
2. _____
3. _____

Languages Spoken: _____

Notify in case of emergency:

(Name) (Phone)

Are you a new or returning volunteer at a HTH school? _____ New _____ Returning

Are you also a volunteer at another HTH school? _____ Yes _____ No

If yes, please indicate the school(s): _____

Do you have any criminal charges pending against you? _____ Yes _____ No

Have you ever been convicted* of a felony or crime involving children? ____ Yes ____ No

Have you ever been convicted* of a sex, drug or weapon related offense? ____ Yes ____ No

Are you required to register as a sex offender under Penal Code 290.95? ____ Yes ____ No

* Conviction includes a finding or verdict of guilty by a court, or a plea of guilty

* If "Yes" to any criminal question, please explain: _____

Volunteer Categories

Please check all volunteer activities would like to participate in:

Category A Volunteers: Limited and Occasional Student Contact

(Requires Megan's Law Background Clearance)

- _____ Event volunteer (community or fundraising events)
- _____ School office helper and non-classroom assistance
- _____ Participant in organized functions for groups such as a Parent Association
- _____ Occasional Lunch volunteer
- _____ Athletics Event Volunteers (e.g., boosters, event timers, score keepers, set-up/break-down teams)
- _____ Drivers for shorter, day trips (e.g., field trips taking place during school day, athletic team practice and event drivers, etc.) **(also submit Annual Driver Registration Form)**

Category B Volunteers: Supervised and Frequent or Prolonged Student Contact

(Requires TB assessment & Megan's Law Background Clearance)

- _____ Classroom helpers
- _____ Library helpers
- _____ Other (*describe*): _____

Category C Volunteers: Direct Student Contact

(Requires TB Assessment, Megan's Law Background Clearance and Live Scan Fingerprinting and Background Clearance if a new HTH volunteer at this level)

- _____ Tutors (e.g., Everyone's a Reader, science classes, etc.)
- _____ Overnight field trip and event chaperone (e.g., camping trips, athletic events, and "Lock-Ins")
- _____ Coaches (e.g., athletic team coaches, Robotics coaches)
- _____ Other (*describe*): _____

Volunteer Code of Conduct

I will abide by the following rules, the Student Parent Handbook, other school rules and policies as applicable, and presented by school personnel:

1. At all times when volunteering, I agree that:
 - a. When I arrive, I will sign in at the front desk of the school.
 - b. If requested, I will wear a volunteer identification during my hours at school.
 - c. I understand that volunteers are acting as role models for HTH students, and agree to lead by example by demonstrating maturity in actions, attitudes, and dress.
 - d. I agree to do what is in the best personal and educational interest of every child with whom I may come in contact.
 - e. In my role, I may be in a position where I will be asked to monitor student behavior. In keeping with HTH's culture of respect and kindness, I agree that I will ask students to comply with requests, and that I will not raise my voice if a student is not following directions. If I feel that I need assistance with a situation, I will enlist support from the teacher right away. However, if a situation is serious, I will seek immediate assistance from school personnel immediately.
 - f. I will immediately share with school teachers or administrators **any** concerns that I may have related to student welfare or safety, including suspected abuse, illegal activity or a student threat to their own or other's safety.
 - g. I will not be alone with individual students without the express authorization of a teacher or other school personnel.
 - h. I will not exchange telephone numbers, home addresses, email addresses or other personal contact information with students for any purpose unless it is required as part of my role as a volunteer.
 - i. I will not contact a student outside school hours without permission from the student's parents.
 - j. I will not disclose, use or disseminate student photographs without the express authorization of the school or parent/guardian of the student in question.
 - k. I will maintain absolute confidentiality regarding student or family information at all times, and will not disclose any student or family information except as needed in the course of my volunteer work with the school and only then to school personnel as directed.
 - l. I will not transport students unless I have completed the Annual Driver Registration form and been cleared to drive by HTH staff.
 - m. Smoking and the use of alcoholic beverages is prohibited.
 - n. I agree to follow the High Tech High procedures for screening of volunteers and to abide by the terms and conditions required of volunteers.
2. In relation to volunteer chaperoning and driving to school field trips, athletic events, and other school excursions, I further agree that:
 - a. To the extent I am driving, I will abide by the Driver Code of Conduct in addition to this Volunteer Code of Conduct.
 - b. Students are to return with the same person and in the same vehicle that transported them. Only the teacher can make an exception to this. Exceptions are generally reserved for emergency situations only.
 - c. My first responsibility while on a school field trip is to the students being supervised. I must always remain with the students for whom I am responsible. I will be responsible for keeping my assigned group of students in the areas indicated by the teacher. I will be responsible for knowing exactly how many students are in my group, I will keep a roll if asked by the teacher, and I will be sure all are present before moving from one place to another.

- d. Only the students enrolled in the class or activity may go on school field trips. Guests or siblings may not attend a field trip unless the trip is organized as a special family event and other siblings are specifically invited. Accordingly, I agree that I will not make arrangements for additional family or friends to meet me at the field trip or event site.
- e. As a school field trip chaperone I will be responsible for the behavior of the students assigned to me. In private vehicles, the driver is responsible for student behavior. In school vehicles, HTH teachers/staff are responsible, with help from volunteers. I understand that if I am experiencing any difficulties, I should report the problem immediately to the teacher or other supervising staff member.
- f. Chaperones should refrain from purchasing special treats for the children they are supervising unless all the children from the class can benefit equally.
- g. If I have questions about any aspect of the field trip, expectations of chaperones or drivers, or expectations for student behavior, I will ask for assistance from the teacher.

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Release of Liability for Background Checks

For security reasons, a TB assessment and background check may be conducted as required by High Tech High policies and outlined above. I give my permission for the appropriate level of background check to occur, and release High Tech High from any and all liability for any damage that may result.

Release of Liability in Field Trips and Extended Excursions

I understand that to the extent that I am cleared for and participate in school field trips and extended excursions, my participation in such activities may involve inherent risks, and I expressly and voluntarily assume those risks. As provided for in California Education Code Section 35330, I agree to hold High Tech High, its officers, board members, employees, and agents harmless from any and all liability and claims arising out of or in connection with my participation in this activity.

Consent to Medical Treatment

In the event of any illness or injury, I hereby consent to whatever x-ray, examination, anesthetic, medical, dental or surgical diagnosis and/or treatment, emergency transportation, and hospital care from a licensed physician and/or surgeon as deemed necessary under the circumstances for my safety and welfare. It is understood that all resulting medical expenses to treat any illness or injury arising out of or in connect with my participation in this activity will be solely my responsibility.

I have had the opportunity to carefully review this Annual Volunteer Application, and I understand and agree to each of the terms. By signing my name below, I declare that all the information on this application is true and correct. I have read and agree to follow the “Volunteer Code of Conduct”.

Volunteer Signature: _____ Date: _____

Volunteer Name (Please Print): _____
 Volunteer Emergency Contact (Name and Phone No.): _____

To be initialed & dated by HTH office staff:

_____ ID reviewed & attached
_____ Megan's Law review conducted and cleared
_____ TB Assessment clearance received from Business Office, if required
_____ Live Scan Application Given to Volunteer Applicant, if required
_____ Live Scan clearance received from Business Office, if required
_____ Volunteer application approved
_____ Volunteer application denied
_____ Notice of volunteer application denial sent
_____ Posted to HTH Approved Volunteer List (in appropriate category),
following administration signature below

Site Manager or School Director (Print Name)

Site Manager or School Director (Signature)

Date: _____