



Bret Harte's "Community Club" (BHCC) Volunteer Clearance Process

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At Bret Harte Middle School, there are two parent-led volunteer organizations:

- 1) The "Booster Club", which supports the school's afterschool athletic sports programs, and
- 2) The "Community Club", which supports the teachers, staff, and students through activities and events. Please note all activities and events which interact directly with students, require approval from the school's Principal and "clearance" from SJUSD.

This document describes the "clearance" process for those who are interested in volunteering for BHCC's activities and events which have direct interaction with students. Most volunteer roles do not require district "clearance". In reference to the "**2019-2020 BHCC Volunteer Interest Area Specification Form**", if you have specified an interest area requiring clearance (listed in "**bold**" type), the steps outlined below must be completed. District clearance is required every year you volunteer for activities and events requiring clearance, regardless of whether or not you are a "returning" or "new" volunteer. If it has been more than 2 years since you have volunteered in SJUSD, which is considered "interrupted service", your volunteer record at the District Office will have been deleted and you will be considered a "new" volunteer when you request clearance.

Steps for completing the volunteer "clearance" process for SJUSD and the BHCC

Step 1) First, please take a few minutes to review the San Jose Unified School District (SJUSD) "Volunteer Policies" document at the following link: "<http://go.sjUSD.org/VolunteerPolicies>" (12 pages). This document describes the district's volunteer "clearance" process and all the terms and conditions of volunteering within SJUSD. Be sure to read the document ensuring you feel comfortable with SJUSD's expectations of a school volunteer.

Step 2) Next, fill out the district's online "clearance" request form by clicking on the following link: <http://go.sjUSD.org/volunteer> – this is a "GoFormz" online interface. It will display the complete volunteer packet of information (intro page, form, and the 12-page "Volunteer Policies" information). The form you need to fill out is on the second page.

- a) Scroll to the form on the second page, fill out each of the "smart" fields as appropriate.
- b) To sign the form, click on the signature entry box. Then, hold down the pointer button of your mouse and move the mouse to sign inside this box. When you are satisfied, click on the green "check mark" icon in the top left-hand corner of the box to continue, or the "trash can" icon next to it to clear your signature and sign again, or the red "X" icon, on the right side of the box, to cancel the signature box and go back to the form.
- c) Lastly, enter the current date. This is the last field to be filled out.
- d) Click on "Complete" button at the top right-hand corner of the form. This submits the form. You will receive an email immediately after you submit the form confirming your form submission. Follow the instructions, as needed, to ensure your fingerprinting and TB test are scheduled and completed. If you are a returning volunteer, and do not have

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more than 2 years gap in your volunteering service, your fingerprinting will still be on file, but you may still need to update your TB test.

Step 3) After the form has been submitted, the district’s HR office “Clearance Administrator” will process the form within 3-10 business days, verifying the status of your fingerprinting, TB test status, and conducting a background check through the Department of Justice and the FBI. The “Clearance Administrator” will contact you if any of the verification steps require additional follow up.

Step 4) Once you have been “cleared”, the “Clearance Administrator” will send you a final confirmation email indicating you have been “cleared”, with a “Subject:” heading similar to “(Your Name) is an approved 2019-2020 Volunteer”. Please forward this generic, neutral email along with an “attached” thumbnail “headshot” photo of yourself (including your shoulders) to both the Bret Harte Middle School Secretary – Belinda Anstey at banstey@sjusd.org **AND** the “BHCC Volunteer Coordinator” at bhccvolunteer@gmail.com. The school secretary needs to know you have been cleared and the BHCC Volunteer Coordinator needs the photo to create your badge.

The “Clearance Administrator” will also notify the principal of the school for which you submitted the form for. The Principal reviews the list of “cleared” volunteers from the district office on a weekly basis and sends an email to the BHCC Volunteer Coordinator (bhccvolunteer@gmail.com) listing the names of those “cleared” and school-approved volunteers. Once the BHCC Volunteer Coordinator has received this notification, he/she can complete the creation of your badge using the photo you had included in your forwarded “clearance” confirmation email. Once your badge has been created and is ready for pickup from the School Secretary (Belinda Anstey), you will receive an email notification.

Step 5) Be sure you have turned in a “BHCC Volunteer Interest Area Specification” form, indicating which volunteer roles you are interested in, to Bret Harte’s School Services office. The information from your form will be added to the BHCC “Master Volunteer List” and you will be notified that your form was received.

Thank you for your patience during this clearance and approval process! The school is very appreciative of any volunteering time and effort you are able to offer during the year. We love our volunteers!

Please address any questions you may have regarding the district volunteer clearance process, or the status of your submitted “GoFormz” Volunteer clearance request form, directly with the: SJUSD Human Resources Department, “Clearance Administrator” at (408) 535-6139.

NOTE: Only the SJUSD Human Resources Department has access to your confidential information. Bret Harte Middle School DOES NOT have access to an individual’s fingerprinting, TB, or background check information.

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