



# William S. Hart Union High School District

## Volunteer Request Form

This form to be utilized for **Category 2 and 3** volunteers.

Site: \_\_\_\_\_

Date: \_\_\_\_\_

**Administrator Approval:** \_\_\_\_\_

Employee /Volunteer Name: \_\_\_\_\_

Activity volunteer assignment: \_\_\_\_\_

The district processing fee is \$42.00 for fingerprinting and \$65.00 (includes fingerprinting & DMV) for drivers. Checks should be made payable to the Wm. S. Hart UHSD. If volunteer is responsible for payment, it **MUST** be collected at the school site prior to making an appointment with Transportation.

**Source of Payment?**

### Volunteer Applicant Information:

Volunteer applicants are processed by appointment in the District Spirit Court Facility. Appointments may be scheduled by calling (661) 573 - 5740, ext. 384. **If a volunteer applicant shows up without an appointment or incomplete paperwork, we will not be able to accept nor process the application.** The District Spirit Court Building is located at 26308 Spirit Court in Santa Clarita.

The forms and/or training needed to apply are located at [www.hartdistrict.org/volunteer](http://www.hartdistrict.org/volunteer) :

**Category 2 Volunteers (Drivers and/or Trip Chaperones)** will need to bring the following items:

- |  |  |
|--|--|
| <input type="checkbox"/> Volunteer request form*         | <input type="checkbox"/> Volunteer application form          |
| <input type="checkbox"/> Medical treatment authorization | <input type="checkbox"/> Volunteer Driver Application#       |
| <input type="checkbox"/> Proof of automobile insurance   | <input type="checkbox"/> Personal vehicle information        |
| <input type="checkbox"/> Personal vehicle guidelines     | <input type="checkbox"/> Copy of CA driver's license/ID card |

\*signed by administrator/source of payment noted

#signed by administrator

**Category 3 Volunteers** (Long Term or Seasonal Volunteers) will need to bring the following **additional** items:

- TB test required
- Certificate of Completion for Sexual Harassment Training Program

The designated school administrator will be notified when a volunteer applicant is approved or not. The approval process will normally take three weeks; however, it could take up to 30 days for fingerprint clearance. Volunteers will be approved through June of their student's graduation year. Approved volunteers will be issued District photo identification cards from the District after being cleared. The ID cards will be sent to the school.

TB testing may be completed by the applicant's personal physician; or Samuel Dixon Clinics (\$14.00) located in Val Verde, Newhall and Canyon Country; or First Care (\$10.00) in Saugus.

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