

Edward Kemble Elementary School

Volunteer Process 2023

We are so grateful for your support!

Friend,

Attached are the docs to volunteer at Edward Kemble TK – 3rd Elementary School:

This is the **SCUSD Volunteer Welcome & Application Form –**

Click on link, print out, & fill out completely. **Read this document thoroughly to see what is & what is not needed.**

<https://www.scusd.edu/document/volunteer-packet>

1. Click on Volunteer Packet in your language:

A. We (the school site) need the completed sheet that says **SCUSD Volunteer Registration Form** (to include a printed copy of your current TB - within 6 months)

B. We need the **Health and Safety Are Always Important page** – bring to E. Kemble

C. We **DO NOT need the Criminal Background Check pages** of packet **

D. We also need the **VOLUNTEER INTEREST FORM page** - bring to Edward Kemble

2. The CoVid Vaccine or Weekly Testing form

Mandatory – Click on link and complete online:

https://app.informedk12.com/link_campaigns/covid-19-vaccination-record-submission-for-scusdvunteers-1-0?token=z4TP8VUd682K8YMY28Van7Db

** - **Instead of the Criminal Background pages from the packet, use this pdf form.** It is for the background and fingerprint clearance. **Only for use at Edward Kemble.**

[BC-1 FINGERPRINT & BKGRND CHECK FORM.pdf](#)

Optional - SCUSD Volunteer Training available at:

<https://mandatedreporter.ca.com/training/school-personnel>

Thank you in advance for your service and support to our Scholars and School!

To Recap Processing Steps:

- **Print out and complete docs.**
- Submit the signed docs and a copy of a current TB to Kemble.
Send via email to raelinda-jaa@scusd.edu, send via our Remind.com or in person.
- **Call highlighted number on the background form to make an appt. Take completed form with you and go to The District Office or SERNA Center at 5735 47th Avenue.**
- **Wait** until we get an email clearance from the district
- **You'll get a communication from us that you are able to start. P.S. As long as you volunteer at least 1 time per year, you remain active. No need to do any additional paperwork for years to come, except new TB every 4 years.**

- - - P.S. We need the on-site documents PRIOR to scheduling fingerprinting. Your clearance notification will be held until documents & TB are provided. Thank you for your compliance. - - -