

Take to SERNA



VOLUNTEER FINGERPRINTING and CRIMINAL BACKGROUND CHECK AUTHORIZATION (BC-1) Required for ALL VOLUNTEERS

Request for Fingerprinting Fee Assistance

FOR SITE/PROGRAM Edward Kemble TK-3

PRINT NAME OF SITE ADMINISTRATOR/SUPERVISOR Nerg-HER PHONE 395-4550

SIGNATURE OF SITE ADMINISTRATOR/SUPERVISOR REQUIRED [Signature] DATE 1/20/2023

\*Site Administrator's signature is MANDATORY to apply as a SCUSD Volunteer PRIOR to fee assistance approval. Submit this form to your school site Office Manager for processing.

BUDGET CODE: 01 3010 0 5717 00 0000 2495 000 0733 000

IMPORTANT: Effective July 1, 2018, all volunteers will be required to be fingerprinted (see Volunteer Rules and Regulations). This form is for volunteers who are requesting fingerprinting fee assistance ONLY. The prospective volunteer is instructed to bring this completed form, along with a valid California Driver's License or California Identification Card, plus their Social Security Number to the Customer Service Counter at the Serna Center, 5735 47th Avenue, Sacramento, CA 95824 in order to initiate the fingerprint and background check process. Due to COVID-19, fingerprinting services will be provided by appointment only until further notice. Please call (916) 643-9050 to schedule an appointment. In addition to this form, all prospective volunteers must complete a SCUSD Volunteer Packet and submit the packet to your school site. Please keep a copy of this form for your records. If you have questions about the fingerprinting fee assistance process for volunteers, please call (916) 643-9293.

I understand this requirement and will not volunteer with the district until clearance is received from the SCUSD Human Resources Office. Clearance verification will be sent to your school site.

I have received a copy of district rules and regulations for volunteers [BP1240 and AR 1240]. Initial Here

I hereby fully release and discharge the Sacramento City Unified School District, its officers, employees, agents and volunteers from any and all liability arising out of or in connection with this background check and all liabilities associated with and all claims related to this background check. For the purpose of this release, 'liability' means all claims, demands, losses, causes of action, suits or judgments of any and every kind that arise as a result of the above-named activity and resulting from any cause other than gross negligence.

PLEASE PRINT NEATLY

Name (First/MI/Last)

Address City ZIP

Other Names You Have Been known by: Maiden Name:

DOB: Home phone: Cell Phone: Work Phone:

Signature Date

CRIMINAL BACKGROUND INFORMATION

A conviction may not necessarily disqualify you from the volunteer job for which you have applied. Convictions include diversionary offenses, or other offenses that have been plea-bargained, or for which you have pleaded no contest. Failure to reveal convictions is grounds for immediate termination. For security reasons, all volunteers will be required to be fingerprinted (see Volunteer Rules and Regulations). References may be requested. Volunteer service may be terminated if service is unsatisfactory or no longer needed by the school district. District policy is available on the website: www.scusd.edu.

Have you ever been convicted of a felony or misdemeanor? Yes No

If the answer is YES, please explain (use another sheet if necessary):

FOR OFFICE USE ONLY
[ ] DOJ Only [ ] FBI Only [X] Both DOJ & FBI
Approved By Date