



# Redlands Unified School District

2015-2016

## LETTER TO VOLUNTEERS

Thank you for your interest in becoming a volunteer in the Redlands Unified School District. With the passing of AB346 into law in July 2010, we are required to obtain specific documentation from each volunteer. In ALL volunteer situations, you are required to complete items 1, 2 & 3 and submit it to the school office:

- 1) **Complete a negative TB skin test** AND if you are new to volunteering for this district, the test must be completed within the past 60 days.
  - a) You can go to your own doctor to have the test **OR**
  - b) Obtain a "Health Services Voucher" from the Superintendent's Office.
    - THIS VOUCHER IS ONLY VALID AT the facility listed below
    - DO NOT TAKE THE VOUCHER TO ANY OTHER FACILITY
    - If you get the test at the facility WITH NO VOUCHER, you will be charged \$20.00

**Redlands Community Hospital Family Clinic – 802 W. Colton Ave., #E, Redlands, CA 92374 909-335-5799. TB Skin Tests are given Wednesdays and Fridays from 1:00 pm – 3:00 pm by appointment only. You must call to schedule appointment. (Mondays are Read Only).**

Once you have completed your TB skin test, it will be valid with the district for four years.

2) **Megan's Law Website Check notification form** - by signing this form you are acknowledging that a website check will be completed on you. You sign this form at the school office.

3) **Workers Compensation Insurance form** - by signing this form you are acknowledging that if you are injured while volunteering and you require medical treatment, you will be treated by a provider within the "medical provider network". You sign this form at the school office.

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**Chest X-rays** - If you require a chest x-ray, to rule out Tuberculosis, you may have this done by your own doctor. If that is not an option for you, please contact the Superintendent's Office for possible options. **WE DO NOT ISSUE VOUCHERS FOR CHEST X-RAYS.**

**Police Records Check** – If you will be chaperoning an overnight field trip or you will be alone with students while volunteering and not under the direct supervision of a teacher or administrator, you will be required to have a police records check completed **or in some cases** fingerprints completed. The police records check form is obtained at the Superintendent's Office at 20 West Lugonia Ave., Redlands, CA 92374.

**Return all forms and paperwork directly to the school office.** Once the school office is in receipt of all required documents, they will submit your name for Board approval. **You must be Board approved prior to commencing service as a volunteer.** Board approval must be done on an annual basis.