



# SAN DIEGO CITY SCHOOLS

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ELLEN BROWNING SCRIPPS ELEMENTARY

## **Volunteer Information for 2021 - 2022**

We love our Volunteers here at EBS!

If you would like to participate in any of the following activities...

...you must *first* be cleared as a volunteer

- ❖ Working in the classroom
- ❖ Attend and/or help with classroom parties and events
- ❖ Drive or chaperone field trips

Volunteer applications will be processed between June 1, 2021 and March 25, 2022

Please do NOT wait until the last minute to be cleared!

Application processing takes time!

### **STEPS TO VOLUNTEERING**

#### **Category B Clearance**

1. All volunteers must complete a volunteer application  
(Applications must be completed each school year)
2. Provide current tuberculosis (T.B.) test  
(T.B. tests are good for four (4) years)

**Category D Clearance** - Note: these will only be processed if field trips are permitted.

3. Fieldtrip drivers & chaperones must be **Category D** cleared.  
Category D form will be available once you are cleared as a Category B volunteer.
  - a. 1st-year Category D volunteer – must complete a Category D form  
(Fingerprints - processed through school police at the Ed. Center)
  - b. Previous Category D volunteer – must complete a “Returning Category D form.”  
(Applications must be completed each school year)

Please remember that volunteer clearance is essential for the health and safety of the children, staff, and you!

**\*\*Volunteers must sign in and out in the front office. Volunteers may NOT park in the staff parking lot at any time\*\*** (this includes field trips)

Thank you so much! 😊

Mrs. Dee (Health Tech & Volunteer coordinator)

[Dwytttenbach@sandi.net](mailto:Dwytttenbach@sandi.net)

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**PLEASE KEEP - Important Volunteer information**