



# Redlands Unified School District

2019-2020

## 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 must be 18 years of age or older and required to complete items 1, 2 & 3:

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

- 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
  - You will be charged \$20.00 if test is done at the facility WITH NO VOUCHER

**Redlands Community Hospital Family Clinic – 802 W. Colton Ave., #E, Redlands, CA 92374**  
**909-335-5799. TB Skin Tests are given Monday, Tuesday and Wednesday from 8:00 AM -11:00 AM and 1:00 PM – 3:30 PM. Fridays from 8:00 AM – 11:00 AM      *Not available on Thursday***

2) **Complete Volunteer Application acknowledging Megan's Law Website Check thru Raptor.**  
You sign this form at the school office.

3) **District Expectations of Appropriate Professional Conduct** – acknowledgment must be read, signed and dated. You sign this form at the school office.

#####

**Volunteer-related injury** – A safe working environment is our number one priority. We want to ensure that our volunteers receive prompt effective medical treatment.

If an accident or injury occurs, please notify the site administrator **immediately**. They will then direct you to call our injury reporting center, **Company Nurse**.

**To report injuries, please call**

**1-877-518-6702**

24 hours / 7 days

Should you have any questions, please feel free to contact Risk Management at 909-307-5300 extension 20521.

**Chest X-rays** - If you require a chest x-ray, to rule out Tuberculosis, please contact the Superintendent's Office for possible options. **WE DO NOT ISSUE VOUCHERS FOR CHEST X-RAYS.**

**DOJ Fingerprints** – If you will be **chaperoning an overnight field trip**, you will be required to have a DOJ Fingerprint completed. In most cases, this fingerprint will be valid for the remainder of your students' attendance in RUSD. The fingerprint 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.