

# Volunteer at Miramar Ranch Elementary School!



You are welcomed and encouraged to become a school volunteer! There are many volunteer positions in your child's classroom or helping the Family-Faculty Association (FFA) with programs or events to benefit all our children.

To protect and assure the health and safety of our students, any person who wishes to volunteer in a classroom, attend a field trip, or work with students or the FFA needs to complete the volunteer clearance process.

## How Do You Become a Volunteer?

### Step 1

- Complete a Volunteer application. A new application is needed EVERY School Year.** Volunteers will need to complete a Volunteer Application and return it to Lisa Charles in the school office. Please allow at least two weeks for application processing and for your volunteer badge. If you plan on attending field trips with your child(ren), we recommend completing your volunteer application at the very beginning of the school year.
- Complete the Tuberculosis (TB) Risk Assessment Questionnaire with a licensed health care provider.** All volunteers are required to complete a Tuberculosis (TB) Risk Assessment Questionnaire with a licensed health care provider before volunteering at the school. A TB test is not necessarily required. If your answers to all the questions indicate low risk for TB, then you won't need a trip to the doctor's office to get a TB test. **If you previously completed a TB test or questionnaire that is still valid, you do not need to submit a new questionnaire at this time. A TB questionnaire is good for 4 years.** Unfortunately, you may not complete the questionnaire at home on your own; it must be completed and signed by a licensed health care provider (i.e., physician, physician assistant, nurse, nurse practitioner). You may have one completed by your family physician, or you may visit the TB Questionnaire clinic at Miramar Ranch at 8:00am on September 17<sup>th</sup> or September 19<sup>th</sup> to complete the questionnaire with the school nurse.
- New this year: Fingerprinting requirements for field trip drivers.** Pick up the fingerprinting form in our front office when you drop off your completed application.

### Step 2

- Sign up to volunteer in your child's classroom and/or with the FFA.** Find a volunteer position that interests you, either through your child's teacher or posted on the school website. You can also visit <https://www.signupgenius.com/findasignup> and "Search for a Sign Up" by sign-up creator's email address using [mrevolunteercoordinator@gmail.com](mailto:mrevolunteercoordinator@gmail.com).

### Step 3

- Receive your Volunteer Badge.** Once you have completed and submitted all the necessary volunteer paperwork and received the proper clearance, your name badge will be produced and can be picked up in your child's classroom. You may begin to volunteer once you receive your badge and have been instructed by your child's teacher, usually after Back to School night. In the past it has taken about two weeks to get your badge.

All volunteers must sign-in at the school office and wear a Volunteer Name Badge whenever they are on campus. If you have not gone through the volunteer clearance process, you will be considered a "visitor" on campus and will not be permitted to work directly with children or go on field trips.

If you have any questions about volunteering at MRE, please contact [mrevolunteercoordinator@gmail.com](mailto:mrevolunteercoordinator@gmail.com)