



Welcome from the Office of Human Resources!

Volunteer Paperwork Guidelines

As a condition of being a volunteer, the following documents and information are to be submitted to your administrator or respective department for processing:

1. Volunteer Personal Information Form.
2. Request for Live Scan Form – Complete live scan form and read [State of California instructions](#) for fingerprinting instructions. Return copy to the Office of Human Resources.

INFORMATIONAL ITEMS:

- Board Policy 3430: Prohibition of Harassment
- Workers' Compensation Information

When the Office of Human Resources receives the completed documents, they will process for approval and confirm start date with administrator or designee.

If you have any questions, please contact [Denise Marriott](#), Office of Human Resources at (925) 485-5236.

DEFINITION:

Volunteers are not paid and are not a part of the classified service. Like short-term employees, their service is requested on a temporary basis for assignments that are not recurring and are not a permanent component of the district's operations. They are retained for a specified period of time which should be clearly stated on the requisition.