

Important Information for Chaperones and Volunteers

Chaperone will be the primary option for school sites. Volunteer will be screened accordingly to ensure the individual meets the definition requirements.

Timelines: Not meeting these timelines may result in the chaperone not being cleared in time to attend and will not be permitted to participate.

Chaperone Chaperones should start the process no later than 7 work days before the event date, but no sooner than 1 month before the event date. Clearance must be completed at least 3 work days before the event sometimes sooner depending on the school event deadline.

Volunteer Volunteers should start the process no later than 2 months before the event date to ensure clearance on time. Clearance must be completed at least 2 weeks before the event sometimes sooner depending on the school event deadline.

Applicant responsibilities to become a Chaperone

- Complete the Chaperone packet and submit documents to the school site office
- Provide a valid United States Driver License/ID (*or valid passport or a valid matrícula consular card*)
- Review and adhere to the district policy and guidelines as provided in the [Student Parent Handbook](#)
- Wear visitor badge visibly on campus and around staff/students
 - You will need to check in with the office to be cleared for each event, your ID will be required
 - New applications will be required for each school year.

Applicant responsibilities to become a Volunteer

- Complete the Volunteer packet and submit documents to the school site office
- Provide a valid United States Driver License/ID (*or valid passport or a valid matrícula consular card*)
- Applicant must schedule an appointment with the MUSD Human Resources Dept. to be fingerprinted and to pay the fee (\$62-\$67)

****Human Resources does not accept walk-ins *****
[Madera Unified School District- Human Resources Dept.](#)
 1902 Howard Rd. Madera, CA 93637
 (559) 675-4500 ext. 276 or 277

- Provide valid TB Risk Assessment
 - Contact primary care physician or the MCDPH to inquire about a copy of chest X-ray, TB test, or Risk Assessment Questionnaire (must be within 4 years). Or schedule an appointment with the MCDPH to have one completed
 - [Madera County Department of Public Health](#)
 - [1604 Sunrise Ave, Madera, CA 93638](#)
 - [\(559\) 675-7893](#)

- Review and adhere to the district policy and guidelines as provided in the [Student Parent Handbook](#)
 - Wear volunteer badge visibly on campus and around staff/students
 - Check- in daily with office personnel before entering onto the campus and show your district-issued volunteer badge
 - Update required documents based upon your established expiration date provided by the HR Department to remain an active volunteer

Requirements for authorizing a Non-Guardian/Parent to attend a school sponsored event. (Grandparent, aunt, uncle, step-parent etc.)

- Complete and follow all requirements as it pertains to the application process
- Provide a valid United States Driver License/ID (*or valid passport or a valid matrícula consular card*) for Raptor clearance
- Attach *Permission for a Non-Guardian to Attend School Sponsored Event* form along with a copy of the Parent/Guardian valid United States Driver License/ID (*or valid passport or a valid matrícula consular card*) as proof of authorization.