

# Madera Unified School District Coach/Volunteer Approval Form

This form must be completed by a Site Administrator or Athletic Director of each new coach/volunteer hired. Human Resource (HR) will not process any new coach/volunteer without this form completed. Once signed, please send one copy of this form to Human Resource (Gloria Zaragosa) and give this form to the coach/volunteer to take with them to Human Resources. If you have any question, please contact Human Resources at (559) 675-4500.

Name of Coach/Volunteer \_\_\_\_\_ Site Coach/Volunteer will work at: \_\_\_\_\_

Coach/Volunteer Phone#: \_\_\_\_\_

Coach/Volunteer E-mail Address: \_\_\_\_\_

Sport/Activity: \_\_\_\_\_

Season:     \_\_\_ Fall     \_\_\_ Winter     \_\_\_ Spring     \_\_\_ Summer

**Human Resources will need the following items form each Coach/Volunteer:**

- A California Driver's License or State ID
- A negative TB test done in the last 60 days for new employees/volunteer
- High school Diploma
- CPR & First Certification, ASEP Certification, Water Safety Certification (if needed)
- Paperwork complete prior to coaching (pick up hiring packet at Human Resources)

**Coach Application includes:**

Information Sheet with Emergency Contact

W4- and EDD

I-9 Form

Affidavit/Loyalty of Oath/Child Abuse Reporting Form

Fingerprint Authorization form (Fee \$49.00 paid by applicant) & (Volunteer Fee \$47.00 paid by Applicant)

Madera County Fingerprint Live Scan (Fee \$15.00 paid by applicant)

**(Appointments for fingerprinting must be schedule by HR)**

**Site Use Only:**

The above named coach will receive the following portion of the stipend (please check the appropriate line below):

\_\_\_\_\_ Full     \_\_\_\_\_ 1/2 of stipend     \_\_\_\_\_ Other amount: \_\_\_\_\_

**I understand I must ensure that the above named coach/volunteer has completed all required certification/training/paperwork prior to having contact with any students.**

\_\_\_\_\_  
Athletic Director Name (please print)

\_\_\_\_\_  
Athletic Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Athletics (please print)

\_\_\_\_\_  
Director of Athletics Signature

\_\_\_\_\_  
Date