



Temecula Preparatory School

A Heritage of Virtue, Wisdom and Knowledge

Dear Applicant,

Thank you for your interest in volunteering at Temecula Preparatory School, and for taking the time to complete this Volunteer Application and Confidentiality Agreement. Temecula Prep encourages and welcomes parents and the community to be involved in the support of our school's classical education.

As we grow, the need for volunteers increases. Everyone's talents are different and are considered an asset to TPS. Please share your talent and time where it is needed and you will see the rewards in the children, the school, and yourself.

The purpose of this application and the requested clearances is to ensure the safety of our students, staff and parents. Please be assured that your personal information will be kept safe and confidential.

In order to become a volunteer at Temecula Prep, the following items must be on file:

- Volunteer Application – all sections completed and signed
- Confidentiality Agreement – signed
- Live Scan Clearance (application and information attached)
- Copy of valid Driver's License
- Copy of proof of current TB Clearance

Once all information has been submitted, your application will be processed by the Human Resources Dept. Upon approval, you will receive a "Welcome" email from Mrs. Huskey, containing instructions on how to obtain your Volunteer Badge.

Again, we thank you for your interest in becoming a volunteer. Should you have any questions in general pertaining to volunteering at TPS, please contact Renee Huskey at (951) 926-6776 ext. 6933. For questions pertaining to the volunteer clearance process, please contact Teri Vernieri at (951) 926-6776 ext. 6050.



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School Volunteer Application and Confidentiality Agreement

(Please complete both pages)

Name: (Last) _____ (First) _____ (M.I.) _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Full names & grades/teacher of children attending Temecula Preparatory School:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Duties/Position Desired:

If you do not have a student at TPS, where/for whom will you be volunteering?

Have you ever been:

- | | | |
|---|------------------------------|-----------------------------|
| 1. Discharged, not-renewed or banned from any volunteer organization? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Convicted of any misdemeanor or any felony? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Convicted of any offense that involves drugs or alcohol? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Required to register as a sexual or narcotic registrant in any state? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Charged with a crime that is currently pending or not yet adjudicated? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If the answer to any of the above is "yes" please explain:

****PLEASE NOTE** Failure to report an arrest, conviction or expungement may result in being denied volunteer clearance.**

I, the undersigned, certify that the foregoing is true and correct. I acknowledge that I am volunteering without promise, expectation or receipt of compensation for my services.

Volunteer Signature

Name Printed

Date



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I understand that in the course of my volunteer duties at Temecula Preparatory School (TPS) I may have access to various types of confidential and restricted information. This information may be contained on a hard copy (paper), electronically (computer program or email), or verbally (via phone, face-to-face or overheard conversation).

Restricted information includes, but is not limited to:

- A. Student and/or parent personal information, such as:
 - a. Social security number
 - b. Addresses
 - c. Phone numbers
- B. Student academic records, such as:
 - a. Grades
 - b. Class schedules
 - c. Academic transcripts and standings
- C. Employee information, such as:
 - a. Addresses
 - b. Phone numbers

I understand that I am offering to volunteer with Temecula Preparatory School and that TPS may, at its discretion, decline my offer of volunteer services. I understand that my volunteer services will require Department of Justice and FBI criminal background checks (Live Scan), and that I am responsible for the cost of the Live Scan and will not be reimbursed for this expense. Further, if I am accepted as a volunteer:

- I agree not to access, review, disclose, copy, release, or use confidential student or staff information without specific authorization from a school administrator.
- I agree not to copy or use any confidential information for my own personal benefit.
- I understand and agree that any breach of these confidentiality requirements will result in my immediate termination as a volunteer and may result in legal action against me.
- I understand and agree that even when I am no longer a volunteer with Temecula Preparatory School, any confidential information I have obtained must continue to be kept confidential.
- I understand and agree that I must comply with all Temecula Preparatory School Board policies and school rules applicable to school staff as well as all directions from school administrators and staff while serving as a volunteer.
- I understand that my Volunteer Application must be approved by the TPS Business Office prior to beginning any volunteering duties.
- I further understand that my authorization to serve as a volunteer may be terminated at the discretion of the Headmaster/Headmistress or designee at any time if they determine it is in the best interests of the school or the students.
- Any fraudulent application, violation of confidentiality, or any violation of the above provisions may result in termination of my status as a TPS volunteer.

Volunteer Signature

Name Printed

Date

School Use Only

DOJ Cleared <input type="checkbox"/> Yes <input type="checkbox"/> No _____ ATI Number	FBI Cleared <input type="checkbox"/> Yes <input type="checkbox"/> No _____ SCN Number
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TB Expire Date _____ SSN _____ Driver's License No. _____ DL Expire Date _____ DOB _____
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