



Mountain View  
Whisman  
School District

# Volunteer Update

February 2025



# Alignment and Outcomes

## **Strategic Plan Goal 1:**

- Effective and consistent instructional practices that meet the needs of all students

## **Strategic Plan Goal 3:**

- Inclusive and welcoming culture

## **Strategic Plan Goal 4:**

- Effective and engaged employees

## **Outcome:**

- Provide clarity about the volunteer process and planned updates to the volunteer process

# Volunteers

Volunteers support:

- staff and students
- school culture and climate
- the overall learning environment

# Current Volunteers

We appreciate all of our volunteers

## **Infrequent**

- on campus 3 times or fewer a school year  
(classroom celebration, field trip, etc)

## **Regular**

- on campus more than 3 times a year
  - regular helper in classroom, Project Cornerstone reader, etc
  - plan to attend an overnight field trip



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# Why Do We Have a Volunteer Process?

# Volunteer Process - Purpose

The district needs to protect our students and make sure that any adult that has regular contact with them has:

- a background check
- a TB clearance
- been trained in mandated reporting

We also need to be in compliance with the law

# AB 506

- An employee, or regular volunteer of a youth service organization shall
  - complete training in child abuse and neglect identification and reporting
  - undergo a background check pursuant to Section 11105.3 of the Penal Code to identify and exclude any persons with a history of child abuse.
- “Regular volunteer” per AB506
  - 18 years of age or older
  - has direct contact with, or supervision of, children for more than 16 hours per month or 32 hours per year.

\* (“Youth service organization” means an organization that employs or utilizes the services of persons who, due to their relationship with the organization, are mandated reporters pursuant to paragraph (7) of subdivision (a) of Section 11165.7 of the Penal Code.



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# Current Process



# Process for New “Regular” Volunteers

## 1. Complete the **annual mandated reporter/abuse training**.

Found at

[mandatedreporter.ca.com/training/volunteers](https://mandatedreporter.ca.com/training/volunteers)

- At home online for \$7.99 or free at MVWSD
- **Save** your completion certificate



## 2. Ask your school office for the **fingerprint request form**. Print, complete, sign, and return to the office.

The School Office will send the request to HR and HR will email you a live scan form. Get your fingerprints scanned. Retain the ATI number from your live scan form.



## 3. Complete **Tuberculosis documentation** that shows you are clear of TB.

Valid for 3 years. Take this form <http://mvw.sd/TB> to your healthcare provider.



## 4. Ask your Principal/Office for the link to the **Raptor volunteer application**.



## 5. **Complete the online application**

- Upload your training certificate
- Upload your Tuberculosis documentation
- Passport style photo
- Enter your ATI number from the LiveScan/fingerprint form



## 6. **Receive badge at school**

Could take up to 30 days for fingerprints from the Department of Justice.

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# Process for Returning “Regular” Volunteers

1. Complete the **annual mandated reporter and abuse training**.

Found at  
[mandatedreporterca.com/training/volunteers](http://mandatedreporterca.com/training/volunteers)

- Online for \$7.99 or free at MVWSD
- **Save** your completion certificate



2. Ask your Principal/Office for the link to the **Raptor volunteer application**.



3. **Complete the online application and upload** the required documents.

- Upload your:
  - Mandated Training Certificate
  - TB documentation
  - ATI number or year of fingerprint completion
  - Passport style photo



4. **Receive badge at school**

# Current Regular Volunteer Definitions

AB506 Requirements	MVWSD Current Requirements
<ul style="list-style-type: none"><li>● 18 years of age or older</li><li>● direct contact with, or supervision of, children for more than<ul style="list-style-type: none"><li>● 16 hours per month or</li><li>● 32 hours per year.</li></ul></li></ul>	<ul style="list-style-type: none"><li>● 18 years of age or older</li><li>● direct contact with children for more than<ul style="list-style-type: none"><li>● 3 times a year for more than 10 min each visit</li><li>- or-</li><li>● attends an overnight field trip</li></ul></li></ul>

# How to Complete Mandated Reporter Training

- Online State Training
  - Was free last year
  - Now costs \$7.99 for a new certificate
- Complete Mandated Reporter Training at a District Office training session
  - Training Verification is free
- Complete Training with another organization and upload your certificate
  - Boy Scouts / Girl Scouts
  - Another public school
  - Hospital

# Why does it take so long to get a badge?

The HR department manages volunteer applications

HR is also responsible for

- hiring
- on-boarding staff
- leaves
- substitute coverage
- verification of professional growth and credentialing

The focus in HR has to be on staffing our schools

# Why does it take so long to get a badge?

The process for clearing a volunteer includes:

- receiving information from the site
- providing a fingerprint request form
- receiving and reviewing fingerprint results from the Department of Justice and FBI
- reviewing TB clearance and dates
- reviewing mandated reporter clearance
- responding to emails
- providing training sessions and fingerprinting on site
- reviewing Raptor applications and reminding applicants to complete missing portions of the process
- providing badge pictures to the technology team
- technology department prints badges

# How Many Volunteers Do We Have?

Month	Total Number of Approved Volunteers
August	186
September	221
October	369
November	27
December	11
January	19
Total	833



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# Next Steps



# Moving Forward

In the 2025-26 school year, the District will align with AB506

The District will survey all volunteers in the Spring

- Those who select “Regular Volunteer” will be asked to complete Mandated reporter training, TB testing, and a background check and will be provided with a volunteer badge
- Those who select “infrequent volunteer” will simply be asked to scan their ID in the office
- Those who are unsure may start as an infrequent volunteer and update their status after completing 12 hours in a month or a total of 25 hours
  - This will allow processing time for the “Regular” application without disrupting volunteer time

# Considerations

- Signing in and out through the site Raptor systems with an ID or a badge is important
  - For safety reasons: We need to know who is on campus
  - For student safety: We need to manage those in contact with students
  - For the purpose of completing requirements: We need to know how many hours volunteers are with us



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# Questions?