



INTERNAL VOLUNTEER REQUEST FORM

RETAIN AT SITE FOR RECORDS

Please fill out form completely

Name of Requesting School Site: _____	Date: _____
Volunteer Name: _____	DOB: _____
Email Address: _____	Phone Number: _____
Home Address: _____	
Student Name (if applicable): _____	

Check if current EGUSD employee EIN: _____
(See Volunteer Approval Process for next steps)

Section A – Select the box that best describes the essential function(s) the volunteer will be performing.

<input type="checkbox"/> Field Trip Chaperone
<input type="checkbox"/> Classroom Helper
<input type="checkbox"/> Volunteer to support/manage book fair
<input type="checkbox"/> Provide supervision for morning/afternoon traffic duty
<input type="checkbox"/> Other (please explain): _____

Section B (To be completed by the Administrator of the requested site.)

<input type="checkbox"/> APPROVED	DATE: _____
_____	_____
Administrator's signature	Administrator's printed name

Location: 9510 Elk Grove Florin Road, Elk Grove, CA 95624

Clearance of volunteers may take up to four weeks for approval, contact the school site secretary for an update on clearance.

YOU MUST BRING A COPY OF THIS FORM TO YOUR APPOINTMENT IN ORDER FOR YOUR APPOINTMENT TO BE HONORED

(SIGNED AND APPROVED BY SITE/DEPARTMENT ADMINISTRATOR)

NO EXCEPTIONS WILL BE MADE