



INTERNAL VOLUNTEER REQUEST FORM

RETAIN AT SITE FOR RECORDS

Please fill out form completely

School Site: _____ Requesting Staff: _____ 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 – Describe the essential function(s) the volunteer will be performing

- ☐ Field Trip Chaperone
- ☐ Classroom Helper
- ☐ Volunteer to support/manage book fair
- ☐ Provide supervision for morning/afternoon traffic duty
- ☐ Other (please explain): _____

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

☐ APPROVED

DATE: _____

Administrator's signature

Administrator's printed name

Location: 9510 Elk Grove Florin Road #103A 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 THIS FORM AND A VALID (unexpired) PHOTO ID TO YOUR APPOINTMENT

IN ORDER FOR YOUR APPOINTMENT TO BE HONORED

(SIGNED AND APPROVED BY SITE/DEPARTMENT ADMINISTRATOR)

NO EXCEPTIONS WILL BE MADE