



# Santa Barbara County Education Office

Center for Community Education  
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## **Memorandum of Understanding between the Santa Barbara County Education Office's Center for Community Education and the A-OK! Program**

This is a Memorandum of Understanding (MOU) between the Santa Barbara County Education Office's Center for Community Education (hereinafter referred to as SBCEO) and the A-OK! Program (hereinafter referred to as "A-OK"). The purpose of this MOU is to outline the roles and responsibilities of each agency in the collaborative effort to respond to volunteer requests made by A-OK! Program teachers or staff through the Partners in Education Volunteer Recruitment Program.

To promote volunteering in our region, the purpose of the agreement is to allow a volunteer to serve as a Partners in Education volunteer in more than one school A-OK! Program after being screened by the Santa Barbara County Education Office per Education Code §45125.

Different levels of volunteer involvement necessitate different levels of screening to ensure student protection. For the purposes of this agreement, volunteer categories and screening process are:

- I. Occasional volunteers directly supervised by a credentialed staff person or in a position with no student contact will be required to complete the Partners in Education Volunteer Recruitment and Coordination Program's registration sign-up form, consisting of contact information, volunteer interests, employment information, and certifying that the volunteer has not been convicted of a misdemeanor or felony. Examples include but are not limited to: guest speakers, career day speakers, mock job interviewers, community service fairs, school beautification projects, school tours, and school special events.
- II. Volunteers directly supervised by a credentialed staff person who have a regular recurring volunteer assignment will be required to complete the registration sign-up form and provide evidence of a negative Tuberculosis (TB) test within the past four years, as defined in section 2.a. of this agreement. Examples include but are not limited to: readers, classroom tutors, mentors working only in the classroom, library volunteers, and classroom arts/music program volunteers.
- III. Volunteers not directly supervised by a credentialed staff person, with or without a regular recurring volunteer assignment, will be required to complete the registration sign-up form, provide evidence of a negative TB test within the past four years and complete the live scan fingerprinting process, as defined in section 2.b. of this agreement. Examples include but are not limited to: field trip chaperones, sports program assistants, garden volunteers working with students, mentors, student club advisors, and unsupervised tutors.

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### Main Office

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The parties agree as follows:

1. SBCEO's program Partners in Education Volunteer Recruitment and Coordination Program will maintain a comprehensive database of contact information, clearance status for both live scan fingerprinting and TB, and the assigned location and schedule of each volunteer participating in the program. Upon written request, SBCEO will provide designated A-OK! Program Human Resources staff with a list of volunteers participating in the A-OK! Program.
2. Per Education Code §45125.01, the school A-OK! Program hereby designates SBCEO as its agent for the purpose of the following functions and responsibilities regarding volunteers recruited and/or coordinated through the Partners in Education Volunteer Recruitment and Coordination Program.
  - a. Per Education Code §45125, valid live scan fingerprinting clearance consists of the following process:
    - i. Sending fingerprints to the California Department of Justice (DOJ).
    - ii. Receiving and reviewing criminal history records.
    - iii. Receiving reports of convictions of said volunteers for serious or violent felonies as defined in Penal Code §667.5(c) and §1192.7(c); sex offenses as defined in Education Code §44010; or controlled substance offenses as defined in §44011.
    - iv. Subscribing to the subsequent arrest notification service from the California Department of Justice as provided under Penal Code §11105.2.
    - v. Reviewing reports of subsequent arrests from the California Department of Justice.
    - vi. Maintaining records of persons eligible for volunteering.
  - b. Per Education Code §49406, valid TB clearance consists of a certificate from the examining physician dated within the past four years, showing the employee was examined and found free from active TB either by the tuberculin skin test or any other test for TB infection recommended by the Center for Disease Control (CDC) and licensed by the Food and Drug Administration (FDA).
3. Prior to commencing his or her volunteer placement, each volunteer will receive a "Volunteer Passport" to be presented to the school office staff and teacher indicating the following information: volunteer name, schedule, and indication of clearance to the level required based on the planned activity as defined in the introduction of this document, as well as the teacher name, location, and reason for volunteer visit. The passport also directs each volunteer to check in at the main office and follow any A-OK! Program or school-established procedures, such as signing in and/or wearing a visitor's badge.

4. Should a report of subsequent arrest arrive from the DOJ which disqualifies a volunteer from further participation, SBCEO will:
  - a. Remove the volunteer from the database of approved volunteers.
  - b. Notify the volunteer that he or she is no longer eligible to participate in volunteering through the program.
  - c. Notify the teacher and school principal that the volunteer is no longer eligible to participate in volunteering through the program.
  - d. Notify the A-OK! Program Human Resources staff that the volunteer is no longer eligible to participate in volunteering through the program.
5. The A-OK! Program will supply SBCEO with any existing A-OK! Program volunteer board policies and any subsequent updates in writing within 30 days of adoption.
6. Should additional information need to be supplied to volunteers prior to a visit to a school, the A-OK! Program will provide this information to SBCEO in an electronic PDF format for inclusion with SBCEO volunteer orientation information.
7. As permitted by Education Code §45125.01, SBCEO will serve as a clearinghouse for volunteer clearances and the A-OK! Program will not require additional live scan fingerprinting or negative TB test results before allowing a community member to participate in volunteer activities coordinated by SBCEO for requests submitted by A-OK! Program principals, teachers, administration, or classified staff through the Partners in Education Volunteer Recruitment and Coordination Program.
8. This agreement is in relation to volunteers only and does not apply to paid employees, temporary employees, substitutes or other employees. Should a volunteer engaged in service with Partners in Education choose to become a paid employee or contractor with a school A-OK! Program, that employee or contractor and the A-OK! Program will be responsible for following all applicable screening and background checks as required by A-OK! Program policies and state and federal law.

Santa Barbara County Education Office

A-OK! Program

Jan Clevenger

*Meg Jette*

Name

Name

Assistant Superintendent

*Asst. Supt. of Business*

Title

Title

*Jan Clevenger*

Signature

*Meg Jette*

Signature

11-27-12

*11/30/2012*

Date

Date