



UCHS VOLUNTEER CHECKLIST

- ☐ Submit a [Volunteer Interest Request](#) so we can contact you
**How to identify your [Volunteer Category \(A,B,C,D\)](#)*
- ☐ Complete and sign a SDUSD School [Volunteer Packet](#)
**Volunteer Application Packet: [English](#) | [Español](#)*
- ☐ Read and sign the [Volunteer Code of Conduct](#).
- ☐ Submit a TB test with a negative result **or** complete the [TB Risk Assessment Questionnaire](#).
- ☐ Drivers/chaperones using private vehicles to transport students on field trips, or to and from sports and other school events, must adhere to and sign the [Transportation to Field Trips and School Events Guidelines](#).
- ☐ Provide a copy of your current Driver's License or ID card. **All volunteers must attach a form of identity to their Volunteer Packet.**
- ☐ **Category C & D** Volunteers that will attend events in an off-campus setting or have unsupervised solitary time with students **MUST** obtain [DOJ & FBI Fingerprint clearance](#).
- ☐ Submit paperwork to the main office or via email to UCHSVolunteers@sandi.net. The volunteer coordinator at the school site will process your application and conduct the appropriate screening and/or background check. **Please note, partial/incomplete applications will not be accepted.**

For questions about volunteering, please contact:

UCHSVolunteers@sandi.net

(619) 605-2800 ext. 3022

****Tuberculosis testing:** The San Diego Unified School District requires that all persons who work with children be tested and found to be free of tuberculosis. District policy requires that all new and returning volunteers have a current volunteer application and proof of a negative TB test on file with the school. TB tests may be obtained from a private physician or the County Health Department. Volunteer applications must be completed each year. TB tests are valid for four (4) years.

****Live Scan Process** BOTH DOJ and FBI live scan fingerprints. If a volunteer only does one background check, it will not be valid and cleared. Please check with the local vendor and ensure they are running both DOJ and FBI live scan fingerprint background check. More information [here](#)



University City High School

<https://uchs.sandiegounified.org/>

6949 Genesee Avenue, San Diego, CA 92122

Phone (619) 605-2800| Fax (858) 457-4228

Please click here for Volunteer Screening Requirements

Volunteers act in a variety of capacities, including tutors/mentors, provide assistance in the classroom, participate as senior exhibition panel members, participate on business/community partnership advisory boards, assist in the main office, in the library/media centers and with fundraising efforts for school foundations, scholarships, and field trips.

Examples of volunteer opportunities at UCHS include, but are not limited to the following.

- Parent Advisory Committees
- Parent Teacher Student Association (PTSA)
- School Site Council (SSC)
- Site Governance Team (SGT)
- Volunteer in the Office
- Back-to-School Night, Registration, and other School Activities
- Sports/Coaching

Once your application is approved:

1. When volunteering on campus, sign-in at the Main Office.
2. When volunteering after school hours, check-in with your group's sponsor or activity coordinator.
 - a. Sponsors/activity coordinators should maintain sign-up sheets for after school events in case of an emergency, need for contact tracing, etc.
3. Wear a volunteer badge when volunteering.

Contact our school nurse, Karoly Porkolab (kporkolab@sandi.net) with any questions regarding vaccinations or testing.

Revised 08/2025