



BARSTOW COMMUNITY COLLEGE VOLUNTEER FORM

Definition of a Volunteer:

Volunteers donate their time without receiving financial or material gain.

Volunteers are:

- Short-term and limited in scope.
- Not to be used to do the work of others at the college (classified, certificated or management).
- Unpaid. Volunteers do not receive benefits or any other type of compensation.

Under Administrative Procedure 7500, **DO NOT COMPLETE THIS FORM FOR THE FOLLOWING:**

- Volunteers serving in single day college events.
- Individuals serving as volunteers in Associated Student Body officer positions at the colleges. ASB officers are not entitled to defense and indemnity by the District.

For more information on the use of volunteers please see Administrative Procedure 7500.

Instructions for Volunteer Applicant:

- Complete "Volunteer Applicant Section" all the way through until it says VOLUNTEER SIGNATURE and then forward this form to the supervising administrator.
- Complete Live scan and TB Test process and submit copies to HR for review.
- Volunteers Must be at least 18 years old.
- ***Must sign the Hold Harmless Agreement and Waiver***
- **All approved volunteer assignments will conclude at the end of the fiscal year (6/30). A new form is required each fiscal year.**

Volunteer Applicant Section:

| | | | |
|------------------------|------------|--|--------------|
| Last Name | First Name | Date of Birth <small>(Volunteers must be at least 18 years old)</small> | Phone Number |
| Street Address | | City | State Zip |
| Emergency Contact Name | | Email | Phone Number |

Other than minor traffic violations have you ever been convicted, pled guilty to or pled no contest to any criminal offense by any court? Yes No

If yes, please note the date and place of each offense, the specific charge, the date and place of convictions, or plea, the fine or sentence received or the diversion program entered. Any offense other than minor traffic violations for which you were convicted for which the punishment was a fine in excess of \$100, which required serving a jail or prison sentence, and/or required probation MUST be reported. (Attach separate sheet if necessary.)

I hereby certify that I am working for Barstow Community College as a volunteer and that I will not receive compensation of any kind nor shall I earn service credit, leave, seniority, tenure, or any other benefit awarded an employee, either full- or part-time. While present at the college, I will comply with all rules for employees. I will be covered under Worker's Compensation in the event of a job-related illness or injury. Volunteers shall not be entitled to defense and indemnity from the District. Additionally, I have received, read and understand the Volunteer Informational Handout for the **Mandated Reporter: Child Abuse and Neglect Reporting Law (Penal Code, § 11166.5)**. I understand that although I may not be legally obligated to report such abuse/neglect, that the District and the College strongly encourages me to do so. I understand that the

college may terminate this agreement at any time without prior notice and confirm that all information listed above is true and accurate.

Volunteer Signature: _____ **Mandated Reporter Handout Returned:** Yes No

Department Section:

Anticipated Start Date: _____

Anticipated End Date: _____

Department

Location

Contact Person/Immediate Supervisor
(Please Print)

Phone/Extension

Please provide a detailed description of work to be performed (Attach additional page if needed):

Supervision:

Volunteers perform under the direction and supervision of college personnel.

Supervisors should ensure that:

- **EVERY** volunteer knows who they are assigned to and how to contact them.
- Volunteers know and follow college policies and rules related to their assignment.
- A volunteer receives the training and direction needed for their assignment.
- Confidentiality is expected and explained. For the college to provide the best learning environment, everyone’s privacy must be respected. This includes:
 - Not repeating what a volunteer hears or observes about a student, families and staff while volunteering.
 - Repeating a seemingly harmless comment can lead to misunderstandings and hurt feelings.

I understand the definition of a volunteer and the volunteer will not be participating in the work or duties of bargaining unit employees.

Department/Immediate Supervisor Signature: _____

Approvals:

Vice President Human Resources Name

Vice President Human Resources Signature

Area Vice President Name

Area Vice President Signature

**Barstow Community College
Statement of Mandated Reporter**

Child Abuse and Neglect Reporting Law (Penal Code, § 11166.5) Definitions: The following situations involving minors (minors are individuals under 18 years of age) are reportable child abuse and neglect conditions

(report if the abuse/condition took place when the individual was under 18 years of age, even if the individual is no longer under 18 years of age):

- 1) Physical abuse
- 2) Sexual abuse
- 3) Child exploitation, child pornography and child prostitution
- 4) Severe or general neglect
- 5) Extreme corporal punishment resulting in injury
- 6) Willful cruelty or unjustifiable punishment
- 7) Abuse or neglect in out-of-home care

Who must Report: Any employee/volunteer whose duties/tasks bring them into contact with minors on a regular basis or any supervisor of such an employee is a mandated reporter effective January 1, 2013. This includes nearly all Barstow Community College employees, including all Coaches and Assistant Coaches.

When to Report: Employees/Volunteers must make a telephone report immediately when the employee/volunteer observes a minor in his/her professional capacity or within the scope of his/her employment/volunteerism and has knowledge of, or has reasonable suspicion that the minor has been abused. The employee/volunteer must submit a written report, on a standard form, within 36 hours after the telephone report has been made. This includes if the abuse/condition took place when the individual was under 18 years of age, even if the individual is no longer under 18 years of age

To Whom Do You Report: Employees/Volunteers should report to the Human Resources Department at (760) 252-2411 x7232. Alternatively, employees/volunteers may report to the local Police, Sheriff, the Probation Department, or any Child Welfare Agency.

Reporting: Mandated reporters are required to give their names. Child protective agencies are required to keep the mandated reporter's name confidential, unless a court orders the information disclosed.

Immunity: Any legally mandated reporter has immunity when making a report. In the event a civil suit is filed against the reporter, the state will reimburse attorney's fees incurred up to \$50,000 (Penal Code, § 11172). In addition, the Barstow Community College District will pay for any mandated reporters' attorney's fees or judgment arising out of any report made in good faith in the course and scope of employment. No individual can be dismissed, disciplined or harassed for making a good faith report of suspected child abuse.

Liability: Legally mandated reporters may be criminally liable for failing to report suspected abuse. The penalty for this misdemeanor is up to six months in county jail, a fine of not more than \$1,000 or both. Mandated reporters can also be civilly liable for failure to report.

Notification Regarding Abuse: You are not legally required to notify the parents that you are making a report.

Information: Additional information and training is available through the California Department of Social Services at: <http://mandatedreporter.ca.com/training/training.htm> with the training under "School Personnel Training" which is School Personnel 90-180 minutes (please note this is optional training, it is not mandatory). For questions regarding this form or assistance to access any of these trainings, please contact the Human Resources Office at 760/252-2411 x7232.

I understand that I am a legally mandated reporter. I have reviewed the information above about my obligations to report Child Abuse and Neglect under Penal Code, § 11166 and will comply with those requirements.

Employee/Association Type: Full-Time Faculty Management Professional Expert PT Faculty

Classified Employee Student Employee Temporary Employee Volunteer

Employee's Name (Print) *Signature* *Employee/Student ID (if known)* *Date*

Supervisor/Witness Name (Print) *Signature* *Date*