Dear Crowden Families,

We are grateful for the time, talent, and support parent volunteers provide to our school community. Your involvement makes a meaningful difference in the lives of our students.

Effective July 1, 2026 the State of California updated volunteer requirements for individuals who volunteer at schools (Senate Bill 848). These requirements apply to volunteers who may have direct contact with students.

Beginning this school year, Crowden is updating its volunteer process to reflect the current state-mandated requirements. Please note the following scenarios:

- TB & LiveScan required if supervised (Welcome BBQ, Solano Stroll, Community Music Day, concert potlucks are excluded from this requirement)
- TB, LiveScan, & Mandated Reporter if unsupervised (includes driving/chaperoning field trips)

Crowden will reimburse any required out-of-pocket expenses associated with completing these steps. The linked information below provides information for the requirements and how to complete them.

If you plan to volunteer anytime during the 2026–2027 school year (and we hope you will), please review and complete the required steps noted on the linked document as soon as possible. Some clearances can take time, and volunteers must receive confirmation from the school office before participating in an applicable activity.

Thank you for partnering with us to provide a safe, welcoming, and enriching environment for all of our students. Please contact the front desk with any questions about the process or which requirements apply to you.

Warmly,

Donna
School Secretary | Registrar | Volunteer Coordinator

***Live Scan** does not transfer - Each background check is tied to a specific organization's unique routing code and purpose; a new Live Scan must be completed for every separate job or certification
****Mandated Reporter Training Certificate** is required as confirmation of training completion

Crowden Volunteer Checklist

Full Doc Crowden Chaperone Guide.docx

CROWDEN SCHOOL

Crowden School Volunteer Checklist

- **Livescan (Fingerprint based Background Check)**
  - Print and complete page 1 of this form (BCIA 8016)
  - Take the completed form to an approved Live Scan location
  - Make sure to save a copy of your completed livescan form and receipt for reimbursement
    - Email receipts to dwilliams@crowden.org for reimbursement.

- **Tuberculosis Risk Assessment (TBRA)**
  - Send an email biskupjodi@gmail.com to schedule a free TBRA over the phone.
  - You can also have the TBRA completed by any medical professional of your preference using this form.

- **Mandated Reporter Training (MRT)**
  - Create a new account or log into an existing account at MandatedReporterCA.com
  - Complete the training entitled **Child Abuse | CA – Volunteers**
    - *This training can take up to 2.5 hours*
  - The training course is free, but you must purchase the certificate for $10 at the end of the training course.
    - Email receipts to dwilliams@crowden.org for reimbursement.

Open Preview

The Crowden School

1475 Rose Street □ Berkeley, CA 94702 □ 510.559.6910 □ 510.559.6940 FAX

The Crowden School Chaperone Guide 2026-2027

Our students benefit greatly from special events both on and off campus. Your participation makes all this possible. Thank you for volunteering your time to be with our students!

Please remember, you must check-in to the front desk, sign-in, and wear a volunteer badge each time you volunteer on campus. Please call the school if you cannot make your scheduled volunteer time for any reason.

Guidelines for Safe Interaction with Students

All interactions with students, faculty/staff, and volunteers should be focused on supporting the learning process.

- Be visible and vigilant. Your primary role is to supervise the students.
- Refrain from checking mobile devices or other distracting behavior.
- Treat all students in the same way; speak respectfully.
- Maintain appropriate emotional boundaries between adult and student.
- Do not discuss personal information or ask about other students, teachers, or families.
- **Limit physical contact with students unless necessary for the student's health or safety.**

Seek assistance from a faculty/staff member immediately if a conflict or issue arises.

I have read and understand The Crowden School Chaperone Guide. I will follow the guidelines to the best of my ability.

Print Name: _____ Signature: _____ Date:_____

Print Name: _____ Signature: _____ Date:_____