



FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Risk Management Office

VOLUNTEER-OF-RECORD

This is a request that the following person be recognized by the District as a Volunteer-of-Record for the time and activity shown.

Name of Volunteer: (Please Print):
Address of Volunteer:
City, State and Zip code:
Volunteer's Date of Birth:
Services to be Provided:
Dates & Times of Service:
Requested By: (Please Print):
Supervisor's Name:
Campus/Department:
Telephone Number:
Date of Request:
Dean/Dept.Head

Driving Information (Complete this section only if Volunteer will be driving on District business):

California Driver's License No.: Expires:
Personal Car Insurance Company:
Policy Number: Expires:

Volunteer shall permit the District to obtain his/her driving record from the Department of Motor Vehicles prior to any driving activity for the District*. When the Volunteer drives his/her own car in the course of District volunteer work, the Volunteer's car insurance will pay first in case of an accident.

Effective March 1, 2012 all prospective volunteers must be fingerprinted and have received the results prior to volunteering.

The District insurance for volunteers excludes coverage for the rendering of professional service. As a result of the 1993 downsizing in the District, an agreement was reached with SEIU in which the District agreed that no job that was eliminated would be filled by a volunteer. The department head/dean must verify that the volunteer will not be used for services that would violate the District's agreement with SEIU.

I confirm that the volunteer requested in the attached volunteer of record form will not perform tasks previously performed by an eliminated position.

Approval/Signature of Dean/Department Head Date

Send this form to Risk Management Office, FHDA District, when completed. (All information must be complete before an approval can be made.)

Approval of Risk Management

* Driving Record Release form must be submitted to Risk Management.



Office of Human Resources and Equal Opportunity
12345 El Monte Road, Los Altos Hills, CA 94022

**Statement Pursuant To Penal Code Section 11166.5
(Child Abuse Reporting)**

Penal Code Section 11166.5 requires as a prerequisite to employment that all persons who enter into employment after January 1, 1985, certify, by signing this statement, that they have knowledge of Penal Code Section 11166 and will comply with its provisions.

Section 11166 of the Penal Code requires any child care custodian, health practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of a child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

“Child care custodian” includes teachers, administrative officers, supervisors of child welfare and attendance, or certificated pupil personal employees of any public or private school; administrators of a public or private day camp; licensed day care workers; administrators of community care facilities licensed to care for children; head-start teachers; licensing workers or licensing evaluators; public assistance workers; employees of a child care institution including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities; and social workers or probation officers.

“Health practitioner” includes physicians and surgeons, psychiatrists, psychologists, dentists, residents, interns, podiatrists, chiropractors, licensed nurses, dental hygienists, or any other person who is licensed under Division 2 (commencing with Section 500) of the Business and Professional Code; state or county public health employees who treat minors for venereal disease or any other condition; coroners; paramedics; marriage, family or child counselors; and religious practitioners who diagnose, examine, or treat children.

No child care custodian, health practitioner, or employee of a child protective agency who reports a known or suspected instance of child abuse shall be subject to any sanction for making the report.

Any person who fails to report an instance of child abuse which he or she knows to exist or reasonably should know to exist, as required by this article, is guilty of a misdemeanor and is punishable by confinement in the county jail for a term not to exceed six months or a fine of one thousand dollars (\$1,000) or by both.

This statement shall be retained by the employer.

I certify that I have read the foregoing, understand the contents thereof, and agree to comply with the provisions of the Penal Code Section 11166.

Employee's Name: _____

Employee's Signature: _____

Date: _____