

CESAR CHAVEZ ELEMENTARY SCHOOL

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Mr. Ryan Reider, Principal

Dear Cesar Chavez Elementary Families:

The Corona-Norco Unified School District, in accordance with Board Policy and Administrative Regulation 6801, has established the following procedures for volunteers. These procedures meet new State regulations. In order to be able to volunteer, please do the following:

1. **All** volunteers must fill out an application. You may obtain the application from our school office, the CNUSD website (www.cnusd.k12.ca.us/), or our school site website (www.cnusd.k12.ca.us/ches/). You may print out the application and bring or send it into our school office.
2. School site staff will then follow designated procedures. Upon completion, they will then ask your child's teacher to contact you when you are able to begin volunteering.
 - a. If you volunteer less than four hours a week (on average over a four week period) or do not plan on attending any field trips, you do not need to have finger prints.
 - b. If you volunteer more than four hours a week (on average over a four week period), or if you want to attend a field trip you will be contacted by your teacher to come into the office to begin the process of fingerprinting.
 - i. The cost of fingerprinting is \$22.00. Payment is made to Cesar Chavez. Sorry, but only cash or money orders are accepted – no checks.

Again, due to the above regulations, you will not be able to volunteer until the application and/or fingerprints have been processed.

The purpose is for the safety of our school site and our students, so we appreciate your help in this matter. If you have any questions please let us know.

Sincerely,

Mr. Reider