

# SUHSB VOLUNTEER INFORMATION

Applicants interested in volunteering at one of our schools should contact the appropriate person below.  
Please allow 2-3 weeks for volunteer clearance.

**Academy Program (Woodside/Carlmont)** – Faith Velschow, fvelschow@seq.org

**Academy/Mentor Program (Sequoia)** – Taja Henderson, thenderson@seq.org

**Sequoia & ATLAS** – Elisa Nino Sears, elisa@atlashs.org

**Adult School** – Brianna Chavez, bchavez@seq.org

**East Palo Alto Academy** – Raquel Torres, rtorres@seq.org

**Carlmont** – Sharon Bologna, sbologna@seq.org

**Menlo-Atherton** – Lorry Orcutt, lorcutt@seq.org

**Redwood** – Linda Avalos, lavalos@seq.org

**Woodside** – Denise Hines, dhines@seq.org

Depending on your volunteer level, you will be required to submit/complete the following items:

	Level 1	Level 2	Level 3
	Volunteers working <b>under the constant direct supervision</b> of a Sequoia Union High School District employee.	Volunteers working under the supervision of a Sequoia Union High School District employee, but may occasionally be unsupervised while working with students.	Volunteers who will be alone working with or mentoring students. The students may be transported by the volunteer.
Complete confidential Volunteer Application	Yes	Yes	Yes
Valid California Driver's License or DMV Identification Card to conduct a Megan's Law check. Must submit identification card AND social security number if out of state ID	Yes	Yes	Yes
Tuberculin (TB) Clearance	Yes*	Yes*	Yes*
Fingerprinting/FBI and DOJ	No	Yes	Yes
Complete a Vehicle Use Form and submit current proof of vehicle insurance	No	No	Yes

**\* Must submit TB test results or TB risk assessment questionnaire if on site 3 or more times per month.**

For applicants that require fingerprinting, you will be contacted via email once your completed volunteer application has been received. **You must pick up Live Scan forms from the District Office before you can be fingerprinted.** All volunteer fingerprinting is done through Pack and Mail Express located in Sequoia Station.

**Please review the information below:**

### **Live Scan Location**

1017 El Camino Real, Redwood City, CA 94063

Phone: (650)365-2892 Fax: 650-365-2893

### **Live Scan Hours of Operation**

**Monday – Friday: 9:00 AM – 7:00 PM**

**Saturday: 10:00 AM – 5:00 PM**

**Sunday : 12:00 PM – 4:00 PM**