

SUHSD 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) – Victoria Mitchell, vmitchell@seq.org
Sequoia & ATLAS – Elisa Nino Sears, elisa@atlashs.org
Adult School – Jessica Bit, jbit@seq.org
East Palo Alto Academy – Esmeralda Sanchez, esanchez@seq.org
Carlmont – Heidy Bravo, hbravo@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 under the constant direct supervision 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 US Issued Identification Card submitted. *Level 1 clearance only - 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 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 and provide required documents.

Please review the information below:

Live Scan Location:

*** Must have DO issued livescan form prior to going to this location.**

Pack and Mail Express

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 A.M. – 7:00 P.M.

Saturday: 10:00 A.M. – 5:00 P.M.

Sunday: Closed