

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, velschow@yahoo.com

Academy/Mentor Program (Sequoia) – Victoria Mitchell, vmitchell@seq.org

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

Adult School – Brianna Chavez, bchavez@seq.org

East Palo Alto Academy – Elizabeth Alvarado, ealvarado@seq.org

Carlmont – Heidi 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 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 if on site 3 or more times per month.**

For applicants that require fingerprinting appointments, you will be contacted via email once your completed volunteer application has been received. Your Live Scan fingerprinting appointment with the San Mateo County Office of Education must be scheduled by the Volunteer Technician at the Sequoia Union High School District. Appointments are scheduled in 10 minute increments.

Please review the information below:

Live Scan 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 AM – 7:00 PM

Saturday: 10:00 AM – 5:00 PM

Sunday : 12:00 PM – 4:00 PM