BRET HARTE COMMUNITY CLUB

2025-2026 Bret Harte Volunteer Sign-Up Form

Bret Harte Middle School's "Community Club" (BHCC) is a parent-led organization committed to providing volunteer support to our school's students, teachers, and staff through various activities and events conducted throughout the school year, as well as funding special requests by teachers to enhance the classroom or school environment. The BHCC budget is funded through generous donations by the Bret Harte parent community and is managed by its Board of Directors and Chairpersons. For more information about the BHCC, please visit us at: BHCC Website (https://www.sjbhcc.org/bhcc.html)

The BHCC offers a variety of flexible and interesting volunteer opportunities. Please indicate below which activities and events you are interested in.

Note: some of the volunteer positions require district clearance, due to the direct interaction with students on campus. The clearance process must be done every year, for every school you are volunteering for. You must follow the steps and process outlined by the district in order to be cleared to volunteer:

- *Completed volunteer application at go.sjusd.org/VolunteerApp*
- *TB clearance*
- *Fingerprint/background check clearance through San Jose Unified School District (applicants will be invited to do this once they have submitted their TB Clearances).*

Once you have completed this form, please turn it in to the "Student Services" office. You will receive an email from the BHCC Volunteer Coordinator confirming receipt of your form.

Name_____ Preference: Email ☐ Phone ☐

Email_____ Cell Phone_____

Student's Name(s) _____ Grade(s) _____

(Note: Any items in "**bold**" do not require volunteer clearance from the district.)

Teacher/Staff Support Activities (ongoing throughout the school year)

☐ P.E.S.T (Parents Encouraging Super Teachers) – Support teachers with small tokens of appreciation throughout the year anonymously. Teacher requested: _____ (if your requested teacher has already been selected, the PEST Chairperson will contact you to discuss)

☐ STAFF APPRECIATION – provide appetizers, salads, desserts, at a planned luncheon a few times during the year for the BHMS Teachers & Staff.

☐ School Site Council - A group of administrators, teachers, and parents update the school plan, and budget state funding to benefit Bret Harte. Meets during the school day, periodically throughout the year. Please call "Student Services" to find out meeting days/times.

☐SELAC - Parents of Limited English Proficiency students to assist committee in ways to improve educational program.

BRET HARTE COMMUNITY CLUB

2025-2026 Bret Harte Volunteer Sign-Up Form

Student Support (ongoing throughout the school year)

☐ SNAC (Student Nutrition Advisory Committee) – (Sept-May) – help sell snacks in the "Student Store" during lunch period throughout the year. **Note: Clearance is required.**

☐ HR2 – Be involved in activities on/off campus that help kids grow into honest, respectful, and responsible adults. Note: Clearance is required.

Schoolwide Events

☐ 6th Grade "Bronco Branding" (End of Aug) – Single Event Volunteer – help with serving treats, temp. tattooing of 6th grades at on-campus welcome ceremony

☐ "Bronco Night" Dance Events (1 time a year on one Friday night) – Single Event Volunteer – volunteer for one Friday night dances for 2.5 hours. **Note: Clearance is required.**

CULTURAL FAIR - Help with fair production, committee, cultural/student club booths and entertainment

☐ Book Fair Event (Nov) – Single Event Volunteer – help prepare for and at the event.

☐ Math Olympics (March/April) – Single Event Volunteer – a Math Dept. Event; help provide and serve snacks to participants at this on-campus event; help with event prep.

☐ Parent Speaker Event (October/February) – Single Event Volunteer – help with setup and checking in guests at this event.

☐ Cultural Fair Event (Apr/beg. May) – Single Event Volunteer - celebrates the diverse cultural and ethnic heritages of our student population. Help us Jan-Apr. to plan and organize the event and/or Lead a country/regional booth – which country/region? _____.

☐ Career Day (May) – Single Event Volunteer – Help with setup, recruitment of professionals, at the event.

☐ 8th GRADE PROMOTION DANCE (3rd week of May) – Single Event Volunteer - help from Apr-May with planning and preparation of this exciting 8th-grade only event

Miscellaneous School Support

☐ BHCC Board of Directors positions and/or Chairperson Positions – Please check the BHCC website for open positions at: https://www.sjbhcc.org/open-program-and-board-positions.html.
Which position are you interested in? _____

☐ ON-CALL HELP - Volunteer for miscellaneous, unforeseen small tasks on an as-needed basis

---

DEFINITIONS:

- **Volunteer** – one who voluntarily offers a service to the school district without compensation. Volunteer could be present on a regular, short-term or long-term basis (Fingerprints REQUIRED).
- **Single Event Volunteer** – one who voluntarily provides a service to the school district without compensation, for a single event which will be completed in (1) school day or less. (Fingerprints NOT REQUIRED if directly and constantly supervised by certificated staff; or is volunteering in a capacity that does not include helping students directly for one day or less. If a volunteer intends to volunteer for more than 1x "Single Event", volunteer must seek District "clearance".

BRET HARTE COMMUNITY CLUB

RETURNING VOLUNTEER

You are considered a returning volunteer if you have been fingerprinted by San Jose Unified and you have a current TB test. TB tests need to be redone every 4 years, fingerprinting only needs to happen once after August, 2010. All volunteers must complete this process each year:

1. Complete the **online application** at *go.sjusd.org/VolunteerApp*.
2. Send required documents to **volunteer@sjusd.org**.

San Jose Unified will send an email confirmation once you are cleared to volunteer.

NEW VOLUNTEER

If this is your first time volunteering for San José Unified:

1. Review the district's **Volunteer Policies**
2. Complete the **online application**.
3. Wait for the school(s) to verify you are allowed to be on campus. Each principal must verify that a volunteer is allowed to be on campus before HR can move forward with the volunteer process.
4. After you receive your next steps email, complete a tuberculosis (TB) test. The TB clearance must be valid for the entire school year in which you are volunteering.
5. Email your TB clearance, results must be from within the last 60 days, to **volunteer@sjusd.org**.
6. Once Human Resources verifies your TB clearance, you will be invited for a fingerprint appointment at the District Office. These appointments are by invitation only.
7. Once your fingerprints have cleared through the Department of Justice and FBI, you will receive an auto-confirmation email that you are cleared to volunteer.

If you have any questions, please contact San Jose Unified Human Resources at **408-535-6139 ext. 15030** or **volunteer@sjusd.org**.