



# Gateway Community Charters

## Volunteer Packet

5726 Dudley Blvd.  
McClellan, CA 95652

(916) 286-5130

[www.gcccharters.org](http://www.gcccharters.org)

## Table of Contents

|   |   |
|---|---|
| Superintendent's Welcome Letter .....     | 3 |
| Contact Information .....                 | 4 |
| Volunteer Information .....               | 5 |
| Volunteer Procedures & Requirements ..... | 6 |
| Volunteer Application .....               | 7 |
| Volunteer Oath .....                      | 8 |

## ***WELCOME From the Superintendent/CEO***



Welcome to Gateway Community Charters (GCC). As the Superintendent/CEO of the GCC, I am excited and proud to lead our dynamic charter school organization. Gateway Community Charters is a 501c3 nonprofit public benefit corporation that has been providing quality school choice options in the greater Sacramento region for ten years.

This year we are celebrating our tenth year in operation! We began our operations in 2003 in an innovative partnership with the former Grant Joint Union High School District. Gateway first opened Community Outreach Academy (COA) in 2003 with approx. 300 students in grades K – 10. Building on our initial success, we opened Futures High School in the fall of 2004, Community Collaborative Charter School (CCCS) in 2004 and Higher Learning Academy (HLA), California Aerospace Academy (CAA) and Sacramento Academic and Vocational Academy (SAVA) all in the fall of 2007. In June of 2012, we voluntarily closed the California Aerospace Academy. This fall we opened our first charter in partnership with the San Juan Unified School District – Gateway International School (GIS) bringing our current number of schools to six charters serving approximately 4,200 K-12 students.

Each of our schools has a different and unique focus, from our Higher Learning Academy (a small core knowledge emphasis K-8<sup>th</sup> grade school) – to our CCCS which is a K – 12<sup>th</sup> grade independent study program serving primarily credit deficient and students “at – promise” in need of greater support and remediation...and on to COA (K-8<sup>th</sup> college preparatory focus with an emphasis for English Language Learners), and SAVA (a 7<sup>th</sup>-12<sup>th</sup> grade independent study program with an emphasis on careers and work force development). Our new school, GIS, opened in the Fall of 2013 with 400 K-8<sup>th</sup> grade students in an International Baccalaureate candidate school. We are pleased to offer these quality public school options in such different ways to best meet the unique and divers needs of students in our communities. We are excite about the opportunity to prepare our students for the 21<sup>st</sup> Century through innovative quality schools.

We have an amazing team of teachers, principals, support staff, volunteers and board members who are all committed to the success of our students and schools.

Thank you for your interest in our organization and we hope you are as dedicated and committed as we all are to making a difference in our student’s lives.

I look forward to the opportunities and challenges of the coming year(s) and invite you to share your dreams, vision and concerns. Please feel free to contact me at [Cindy.Petersen@twinriversusd.org](mailto:Cindy.Petersen@twinriversusd.org) or (916) 286-5129.

Sincerely,

Dr. Cindy Petersen  
Superintendent/CEO

## Contact Page

### **General Information**

GCC Corporate Office  
5712 Dudley Blvd.  
McClellan, CA 95652

Main Number: (916) 286-5130

Fax Number: (916) 993-4114

### **GCC Human Resources**

Jerry Kosch  
Director Personnel & Academics  
(916) 286-5110

Lio Saephan  
Human Resources Coordinator  
(916) 286-5199 x2065  
[Lio.Saephan@twinriversusd.org](mailto:Lio.Saephan@twinriversusd.org)

Patches Kolb  
Human Resources Technician  
(916) 286-5160  
[Patches.Kolb@twinriversusd.org](mailto:Patches.Kolb@twinriversusd.org)

### **School Sites**

#### **Community Collaborative Charter School (CCCS)**

McClellan  
5715 Skvarla Ave  
McClellan, CA 95652

(916) 286-5151  
Principal: Jon Campbell

#### **Community Collaborative Charter School**

West Sacramento  
1000 Sacramento Avenue  
West Sacramento, CA 95605

(916) 438-3051  
Principal: Toolie Younger

#### **Community Outreach Academy (COA)**

5640 Dudley Blvd.  
5637 Skvarla Avenue  
5800 Skvarla Avenue  
3337 James Way  
McClellan, CA 95652

(916) 286-5199 x3006  
Principal: Larissa Gonchar

#### **Community Outreach Academy Middle School (COA Middle)**

3701 Stephen Drive  
North Highlands, CA 95660  
(916) 286-1908  
Principal: Yuliya Hall

#### **Futures High School**

3701 Stephen Drive  
North Highlands, CA 95660

(916) 286-1902  
Principal: Nataliya Burko

#### **Gateway International School**

900 Morse Avenue  
Sacramento, CA 95864

(916) 286-1985  
Principal: Joi Tikoi

#### **Higher Learning Academy (HLA)**

2625 Plover St.  
Sacramento, CA 95815

(916) 286-5183  
Principal: Anjam Khan  
Co-Principal: Scott Rungwerth

#### **Sacramento Academic and Vocational Academy (SAVA)**

5330 Power Inn Road, Suites A  
Sacramento, CA 95820

6207 Logan Street  
Sacramento, CA 95820

811 Grand Avenue  
Sacramento, CA 95838

3141 Dwight Road  
Elk Grove, CA 95758

(916) 387-8063  
Principal: Morri Elliott

## Volunteer Information

Gateway Community Charters (GCC) encourages and appreciates parents and community members who are willing to share their time by volunteering in our schools. Volunteers can play an important part in enriching the lives of our students.

GCC cares about our students and their safety and, therefore, has created volunteer procedures and requirements to keep the children safe. All volunteers must follow the volunteer procedures and requirements of GCC.

There are two levels of volunteers:

### Level 1

Level 1 volunteers are those that are volunteering for a one-time event, such as a class party, organized event, field trip\*, etc. and will be under the **direct supervision**\* of a staff member at all times.

**\*Direct supervision** means that the volunteer will not be alone with students at any time during the volunteer period. The students are still under the direct care of the staff member.

Level 1 volunteers are required to complete a Volunteer Application and sign the Volunteer Oath. The Volunteer Application must be signed by the Principal and both documents must be forwarded to Human Resources for processing. Upon approval, HR will notify the school site of the volunteer's clearance.

Level 1 volunteers are not required to complete the fingerprint clearance or provide TB screening results; however, if the volunteer wishes to volunteer more than once, he/she will then be considered a Level 2 volunteer and will need to meet the appropriate requirements before continuing to volunteer.

### Level 2

Level 2 volunteers are **those that volunteer more than one time**, such as classroom volunteers, after-school program volunteers, coaches, tutors, etc.

Level 2 volunteers will be required to complete a fingerprint clearance and provide proof of a clear tuberculosis screening. TB screenings are valid for four years. If your TB clearance expires during your time as a volunteer, an updated TB clearance must be provided to continue as a volunteer for GCC.

**\*Please Note:** Volunteers who drive students on a field trip must also complete the Volunteer ***Personal Automobile Use*** form and supply the required documentation, including a valid driver's license and proof of liability insurance, prior to the field trip.

# Volunteer Procedures & Requirements

## Application Process

To volunteer, volunteers must complete the GCC Volunteer Application and the Volunteer Oath, available on the GCC website at [http://gcccharters.org/Staff\\_Forms.html](http://gcccharters.org/Staff_Forms.html). Once completed, the Volunteer Application must be signed by the Principal at the site where he/she wishes to volunteer.

Once the forms are signed, the volunteer should contact Human Resources to schedule a time to submit the forms.

## Required Documents

### Level 1 Volunteers:

- Volunteer Application (Completed & signed by the Volunteer and Principal)
- Volunteer Oath (Signed by the Volunteer)
- Valid photo identification (If submitting a copy, please be sure it is in color)

### Level 2 Volunteers:

- Volunteer Application (Completed & signed by the Volunteer and Principal)
- Volunteer Oath (Signed by the Volunteer)
- Tuberculosis Clearance (Valid for four years)
- Valid photo identification for fingerprint clearance
- Volunteer Personal Automobile Use form and all required documents (if applicable)

## Fingerprint Clearance

Fingerprint clearance results are required before a volunteer can begin volunteering. Fingerprint fees are paid for by GCC. Failure to disclose information obtained in a fingerprint investigation, or certain convictions, may result in the denial of volunteer services.

## Volunteering

Once all required information/documentation has been received, HR will notify the school regarding the volunteer's clearance. In turn, the school will contact the volunteer directly to let him/her know they are clear to volunteer. **Level 2 volunteers** – please submit a head shot to the GCC HR office to obtain their volunteer badge. (Level 1 volunteers are not issued volunteer badges due to the short duration of their volunteerism).

**Note: Volunteers may not volunteer, in any capacity, until all requirements have been met and are notified by the school that they are clear to volunteer.**



# Gateway Community Charters Volunteer Application

## Basic Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
 Email address: \_\_\_\_\_

Have you ever pled guilty or “no contest” to, or been convicted of a misdemeanor or felony?  
 Yes  No  
 \*if ‘yes,’ please fully explain on an additional sheet  
 (answering ‘yes’ is not an automatic bar to volunteering. Each case is considered on its own merits)

## Volunteer Information

School site where I will be volunteering: \_\_\_\_\_

### Volunteer Type:

#### Level 1:

- One time event (class party, organized event, field trip, etc.)
- I plan to provide transportation for the field trip  
(Valid photo identification required)

#### Level 2:

- Classroom volunteer (parent, grandparent, etc.)
- After-School Program volunteer
- Coach (requires blood-borne pathogen training, CPR and First Aid certification)
- Student Teacher (Requires CTC Certificate of Clearance)
- Tutor (Requires proof of Basic Skills proficiency)
- Overnight Field Trip Volunteer
- I plan to provide transportation for the field trip
- Other (explain): \_\_\_\_\_  
(Valid photo identification, Fingerprint clearance and TB Test required)

**Note: Volunteers are not authorized to volunteer on any campus until notified by the school that they are cleared to volunteer.**

**Volunteers driving students on a field trip must also complete the Personal Automobile Use form.**

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and agree to have any of these statements checked by the school and/or GCC. Furthermore, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the school and/or GCC, as well as from the use or disclosure of such information by the school and/or GCC, or any of its agents, employees or representatives. I understand that any misrepresentation, falsification or material omission of information on this application may result in my inability to volunteer.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

|                              |                              |                              |  |
|------------------------------|------------------------------|------------------------------|--|
| <b>HR Use Only:</b>          | Volunteer Oath Signed        | <input type="checkbox"/> Yes | <input type="checkbox"/> No                              |
| Fingerprint Clearance:       | <input type="checkbox"/> Yes | <input type="checkbox"/> No  | <input type="checkbox"/> Volunteer Cleared (Date: _____) |
| TB Clearance:                | <input type="checkbox"/> Yes | <input type="checkbox"/> No  | <input type="checkbox"/> Badge Issued                    |
| Additional Requirements Met: | <input type="checkbox"/> Yes | <input type="checkbox"/> No  | <input type="checkbox"/> Principal Notified              |

# Volunteer Oath

As a Volunteer, I hereby agree and affirm the following:

1. Immediately upon arrival, I shall sign in at the main office or the designated sign-in station.
2. I shall wear or show a volunteer identification whenever required by GCC to do so.
3. I shall use only adult bathroom facilities.
4. I agree to never be alone with individual students without the proper approval/authorization from the GCC Corporate Office, Teachers and/or school authorities.
5. I shall not solicit outside contact with students.
6. I shall exchange home directory information only with parental and administrative approval and only as required as part of my role as a volunteer. I agree not to exchange telephone numbers, home address, e-mail address or other home directory information number, home address, e-mail addresses or other home directory information with students for any other purpose.
7. I shall maintain strict confidentiality and privacy of both personnel and pupil information outside of school and shall share any concerns that I may have regarding personnel or pupil matters with school administrators or the Board.
8. I agree not to transport students without the express permission of the school or GCC and written permission of parents or guardians.
9. I shall not disclose, use, or disseminate student photographs or personal information about students, self, or others.
10. I agree not to post, transmit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment.
11. I agree only to do what is in the best personal and educational interest of every child and employee with whom I come into contact.
12. I agree to report to the appropriate GCC personnel when a student is in danger of hurting him/herself or others or being hurt by someone else.

Volunteer Name: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

HR Signature \_\_\_\_\_