

Volunteers & Visitors

Yu Ming starts with you! Parent and volunteer involvement in any school can make the difference between a good school and a great school. At Yu Ming, there are many ways that family and community members can participate and contribute, regardless of availability, skills or interests.

Visitors and Guests

All visitors, volunteers, and contracted workers at the school during the school day are required to check in at the front office and wear a name badge for the entire duration of their visit. For our students' safety, even regular and frequent volunteers and visitors to the school are expected to abide by this policy.

Volunteer Responsibilities

Yu Ming requires that each family volunteers for a minimum of 30 hours per school year. Having a strong and engaged volunteer parent community is vital to Yu Ming's success. We hope that all our families will be able to bring their talents and enthusiasm to the school. Volunteer hours are tracked through an online system managed by our volunteer coordinator.

To help you meet this requirement, we ask all parents/guardians to complete a volunteer form (to let us know your availability and interests). Over the course of the year, we will use this form to match your interests with opportunities to make volunteering at Yu Ming a fun and rewarding experience.

Volunteer Opportunities

Current needs are posted on the Yu Ming website in the Volunteer section. Questions about volunteering should be directed to volunteer@yumingschool.org.

Parent Fundraising at Yu Ming

The parent-led Fund Development workgroup works closely with the Board of Directors and principal to determine fundraising priorities and potential funding sources, and coordinates all family fundraising efforts. Parent fundraising – whether bake sales, online causes and promotions, individual donations or volunteering time at fundraising events – is essential to Yu Ming's success.

Volunteer Requirements

TB Test – For the health of our students, every volunteer who will be in contact with students must present proof of a negative TB (tuberculosis) skin test dated within the last four years to the Volunteer Coordinator. You can get this test done by your general practitioner or go to the website for the Alameda County Public Health Department (www.acphd.org) for a list of clinics.

Volunteer Training – Every volunteer must attend a one-hour orientation at the school, which will be offered during the first few weeks of school, and periodically during the school year as needed.

Background Checks

Contractors and volunteers who may be outside of the direct supervision of a credentialed employee (e.g. drivers on field trips; 1:1 tutors) are required by law to be fingerprinted for a criminal background check. The Principal and Office Manager shall monitor compliance with this policy.

Volunteer Drivers

- The parent or adult driver must have a current "Driver's Liability Insurance Statement" on file in the school office.
- The policy must be current and must include the following minimum coverage: \$100,000 per person, \$300,000 per occurrence, \$50,000 property damage (100/300/50).
- The number of passengers in the vehicle must not exceed the number of seat belts. Cars with passenger side air bags cannot have a student occupying that space.
- Children weighing less than 40 pounds must ride in a car seat with a seat belt.

- Drivers who have been convicted of a misdemeanor or felony drunk driving will not be authorized to drive students.
- Drivers cited with more than one moving violation within the past year will not be authorized to drive students.
- The driver must have a valid California Driver's License.
- Vehicles for transporting children must be in a safe and operable condition.
- The sponsoring program will pay bridge tolls and admissions. No mileage will be paid to parents.

When a school employee uses a personal auto for the approved transporting of students, the rules of safety for the occupants also apply. Each occupant must have an operable seat belt.