

FALLON MIDDLE SCHOOL PARENT FACULTY CLUB (PFC)

Instructions for Starting or Renewing PFC Enrichment Programs

1. Apply for approval from PFC by submitting the following:
 - a. Application **(Form A)**
 - i. Complete, sign and hand in the form to the school office.
 - ii. If more than one parent will be running the program, there must be one overall parent in charge.
 - b. Budget **(Form B)**
 - i. PFC enrichment programs are not required to accrue income. If your program does not plan on collecting or spending money, please indicate this by writing "N/A" for Funding/Expense descriptions.
 - ii. A fee may be required per student participant to fund running costs.
 - iii. PFC enrichment programs are led and run by parent volunteers. Outside vendors and coaches are always welcome to rent school facilities and offer fee-based programs, but not through the PFC.
 - iv. Funds may not be carried over from year to year.
 - v. Fundraising events may be conducted to help cover costs, but permission must first be sought from the school and PFC.
 - vi. Please include any requests for PFC sponsorship in the budget. In general, PFC funds should be used for volunteer clearance costs, as well as the purchase of items that will be used over multiple years.
2. After the PFC Board has given approval,
 - a. Submit required information **(Form C)** to PFC Enrichment Committee.
 - b. Begin volunteer clearance process. There are 2 levels of clearance:
 - i. **DUSD Volunteer Information Form** (submit to School Office with a copy of your driver's license) <http://www.dublin.k12.ca.us/Page/4860>
 - ii. **Activity Supervisor Clearance Certificate (ASCC)**. This is a requirement of the State of California. All non-certificated adults who supervise, direct or coach a student activity program, must obtain an ASCC from the Commission on Teacher Credentialing (CTC). You will need to be fingerprinted (approx. \$70 at UPS store), and submit an online application (approx. \$103) on the CTC website. PFC will reimburse the application fee of one parent volunteer for every 10-15 students served. Once approved, the ASCC is valid for 5 years and can be used in any public school district in California.
 1. ASCC application instructions:
<http://www.ctc.ca.gov/credentials/leaflets/cl891.pdf>
 2. Live Scan form for fingerprinting (can be done at any UPS store):
<http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>
 - c. Recruit students and parent helpers if needed. Some suggestions:
 - i. Recruit students during the Student Clubs and Enrichment Fair organized by Fallon ASB (leadership) in September.
 - ii. Publicize through the weekly Fallon Flash PFC email newsletter.
 - iii. Publicize through Peachjar e-flyer.
 - iv. Approach PFC Enrichment Director for email list of parents who have volunteered to help in response to the enrichment survey.