

FINGERPRINT PROCESSING INSTRUCTIONS FOR SCHOOLS

EFFECTIVE JULY 9, 2010

- **A category 2 volunteer is any volunteer, chaperone, volunteer driver, unpaid coach/advisor or a District/ASB/Booster paid Coach/Advisor.**
- ALL category 2 volunteers need to complete ALL of the required paperwork to complete the application packet. The application packet **MUST** be signed by an administrator at the school site prior to an appointment to be fingerprinted is made.
- When the clearance process has been completed, the school will receive and may distribute the new volunteer ID badge. ID badges **MUST** be worn at all times, by all categories of volunteers, while on campus and at all times when working with students. Only after a school receives notification that a volunteer has been cleared and the volunteer's badge distributed may the volunteer participate in any District or school program.
- It can take up to 90 days for a volunteer clearance to be received and groups should plan accordingly.

NO ID BADGE – NO VOLUNTEERING OR DRIVING IN ANY CAPACITY.

- To complete the clearance process, ALL category 2 volunteers must receive FBI clearance, complete the fingerprint request/application, medical release form and submit a TB test result and sexual harassment training certificate.
- ALL volunteers who will drive must also be DMV cleared. To become a volunteer driver, in addition to the required forms listed above, the applicant must also complete a driver application, submit a signed copy of the driver guidelines and a photocopy of their drivers license and insurance card.
- Fingerprinting and DMV clearance completed outside of the Wm. S. Hart UHSD, will not be accepted.
- Fingerprinting is NOT required for category 1 volunteers. Category 1 volunteers are single event or short term volunteers **who do not supervise students without a certificated employee present.** Examples of Category 1 volunteer duties are; helping with student registration, newsletters, PAC luncheons, one day field trip under the direct supervision of a certificated employee, promotion/graduation activities. **PLEASE NOTE: Category 1 volunteers must be a parent or legal guardian** AND must sign in upon arrival on campus, wear a school badge and have a back-ground check completed by the school on the Megan's Law website. Any volunteer that is not a parent or legal guardian is considered a category 2 volunteer.

COSTS:

- Fingerprinting and Volunteer clearance: \$60.00
- DMV driver approval: \$25
- Payment is determined prior to printing by the school site.
- Each school is responsible for collecting payment if their site charges for clearances.
- THIS IS A ONE-TIME CHARGE. Once a volunteer or volunteer/driver is cleared they will be approved through June of their student's graduation year, or five years if they are a non-parent/guardian. If a volunteer "opts out" they must be re-cleared.
- Volunteer applicants are processed in the Spirit Court Building by appointment **ONLY**. Appointments may be scheduled by contacting Mona Castilla at (661) 753 - 5740 at ext. 384. Appointments are approximately 30 minutes and all volunteer processing will be completed at the Spirit Court office unless the volunteer applicant is notified otherwise at the time the appointment is made.

ALL FORMS, POLICIES AND GUIDELINES FOR VOLUNTEERS MAY BE DOWNLOADED FROM THE DISTRICT WEBSITE:

<http://www.hartdistrict.org/volunteer/>