



DATE: \_\_\_\_\_

# Volunteer – Checklist

**Volunteers need fingerprinting if you are volunteering 2+ days a week on campus.**

## VOLUNTEER INFORMATION

Volunteer's Name: \_\_\_\_\_ Student's Name : \_\_\_\_\_  
 Email: \_\_\_\_\_ Teacher: \_\_\_\_\_

<p><b>REQUIRED ITEMS:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> TB Required: <b>PROVIDE COPY</b> Expires: _____</li> <li><input type="checkbox"/> Covid Vaccine or if not vaccinated, a negative test is required within 2 days of the day volunteering.</li> <li><input type="checkbox"/> I.D. Scan Required – <b>SCHOOL OFFICE</b></li> <li><input type="checkbox"/> Fingerprint <b>CLEARANCE - DOJ &amp; FBI:</b></li> <li><input type="checkbox"/> Field Trip</li> <li><input type="checkbox"/> View powerpoint on school blog. Date Viewed _____</li> <li><input type="checkbox"/> Disaster information form located on school blog</li> <li><input type="checkbox"/> _____</li> </ul>	<p>What day(s) and time are you available to volunteer?</p> <p>___ Mon. Time: _____</p> <p>___ Tues. Time: _____</p> <p>___ Wed. Time: _____</p> <p>___ Thurs. Time: _____</p> <p>___ Fri. Time: _____</p>
<p><b>PAYMENT Option #1: <u>School Site Pays – NEW</u></b></p> <p>Volunteer must set-up fingerprinting appointment at SDCOE</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Volunteer takes HR livescan form to appointment at:  <b>County Office: <a href="http://www.sdcoe.net">www.sdcoe.net</a></b>                      6401 Linda Vista Road, San Diego, CA 92111                      (858) 292-3500</li> <li><input type="checkbox"/> Volunteer returns completed form to School.</li> </ul>	<p><i>*If you would like school to pay, Linda Wong in school office needs to be notified.</i></p> <p><i>*School sends name to HR</i></p> <p><i>*Volunteer gets livescan form from HR (w/prior approval)</i></p> <p><i>*Volunteer returns form to School Site.</i></p>
<p><b>PAYMENT Option #2:</b></p> <p><b><u>NEW INFO: VOLUNTEER PAYS (OPTIONAL)</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> School Provides livescan form to Volunteer</li> <li><input type="checkbox"/> Volunteer goes to: <a href="http://www.adlivescan.com">www.adlivescan.com</a>                      (619)-348-3125                      1) <b>San Diego~</b> Mon-Fri - 9am-6pm. Sat - 10am-2pm                      (7851 Mission Center Court #310 San Diego, CA 92108)                      2) <b>Chula Vista~</b> Monday - Friday - 9:00am - 6:00pm                      (807 Anchorage Place #1 Chula Vista, CA 91914)</li> </ul>	<p><b>Cost: \$74.00</b></p> <p><b>*Requires Payment at time of service.</b></p> <p><b>(Payment cannot be reimbursed to non-employees)</b></p>

**\*ALL VOLUNTEERS AT THE SCHOOL SITE, MUST BE CLEARED BEFORE THEY CAN START\***