



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>REQUIRED ITEMS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> TB Required: PROVIDE COPY Expires: _____ <input type="checkbox"/> Covid Vaccine or if not vaccinated, a negative test is required within 2 days of the day volunteering. <input type="checkbox"/> I.D. Scan Required – SCHOOL OFFICE <input type="checkbox"/> Fingerprint CLEARANCE - DOJ & FBI: <input type="checkbox"/> Field Trip <input type="checkbox"/> View powerpoint on school blog. Date Viewed _____ <input type="checkbox"/> Disaster information form located on school blog <input type="checkbox"/> _____ 	<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>PAYMENT Option #1: <u>School Site Pays – NEW</u></p> <p>Volunteer provides date and time for an appointment at the district office.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Volunteer takes HR livescan form to appointment at: County Office: www.sdcoe.net 6401 Linda Vista Road, San Diego, CA 92111 Volunteer must set-up fingerprinting appointment at SDCOE (858) 292-3500 <input type="checkbox"/> Volunteer returns completed form to School. 	<p><i>*If you would like school to pay, Linda Wong in school office needs to be notified.</i></p> <p><i>*School sends volunteer info. to HR for appointment.</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>PAYMENT Option #2: <u>NEW INFO: VOLUNTEER PAYS (OPTIONAL)</u></p> <p>School Provides livescan form to Volunteer. Volunteer goes to: www.adlivescan.com (619)-348-3125</p> <p>1) San Diego~ Mon-Fri - 9am-6pm. Sat - 10am-2pm (7851 Mission Center Court #310 San Diego, CA 92108)</p> <p>2) Chula Vista~ Monday - Friday - 9:00am - 6:00pm (856 Jetty Lane, Chula Vista, CA 91914)</p>	<p>Cost: \$74.00</p> <p>*Requires Payment at time of service.</p> <p>(Payment cannot be reimbursed to non-employees)</p>

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