

FINGERPRINTING PROCESSING INSTRUCTIONS FOR SCHOOLS

Definition:

- ❖ A **Category 2 Volunteer** is any volunteer, chaperone, volunteer driver, unpaid coach/advisor or a District/ASB/Booster paid Coach/Advisor.
- ❖ 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, newsletter, PAC luncheons, one day field trip under the direct supervision of a certificated employee, and promotion/graduation activities.

PLEASE NOTE: All Forms, Policies and Guidelines for Volunteers may be downloaded from the District Website: <http://www.hartdistrict.org/volunteer/> All Category 2 Volunteers need to complete and submit all the required paperwork to complete the Volunteer Application Packet before being fingerprinted.

Fingerprinting Process:

- 1) Prepare the **Volunteer Application Packet** by having the following documents:
 - a) Fingerprint Request Form must be completely filled out and **MUST be signed by an Administrator and turned in to the school site prior to fingerprinting**.
Note: Pay the necessary fees at the fingerprinting agency. If the program is paying for the fees, payment is made at the fingerprinting agency, then reimbursed by the booster club.
 - b) Medical Authorization/Emergency Contact form should be completely filled out.
 - c) A TB Test Result form, with the signature of the physician on the form.
 - d) Certificate of completion of the online Sexual Harassment Prevention, Mandated Reporters: Child Abuse and Neglect, and Workplace Bullying: Awareness and Prevention Programs depending on the assignment, additional online courses may be required. The program may be accessed from the District website, on the "Staff" page. A login will be issued to you, when you meet with an Administrator at the school.
- 2) ALL Volunteers who will drive must also be DMV cleared. To become a Volunteer Driver, in addition to the above forms, the applicant needs to also have the following documents:
 - a) Driver Application
 - b) Copy of CA Driver License
 - c) Proof of automobile insurance
 - d) A signed copy of the Driver Guidelines
 - e) A signed copy of the Distracted Driver Memo
 - f) \$25 DMV fee to be paid at the district office. Check or Cash only.
- 3) Volunteer applicants will be given a Request for Live Scan Service form to take to the fingerprinting agency. Pay the necessary fees and obtain a receipt of service. Bring the complete Volunteer Application Packet with all the forms mentioned above to the secretary at the school site. If you are volunteering to be a driver, bring the Driver Application Packet as well.
Note: The fingerprinting agency will not perform the live scan without the Request for Live Scan Service form.
- 4) It can take up to 90 days for a volunteer clearance to be received and groups should plan accordingly. Volunteers MUST NOT work with or transport students until cleared by the District.
- 5) When the clearance process has been completed, the school will receive notification. The volunteer may contact Michelle Howard (661) 259-0033 ext. 417 at the district office for an ID badge. ID badges MUST be worn at all times by all categories of volunteers while on campus and when working with students.
- 6) Only after the school has received notification, that a volunteer has been cleared and the volunteer's badge has been issued, may the volunteer participate in any District or school program.

Costs:

- ❖ Fingerprinting and Volunteer Clearance: \$70; DMV Drive Approval: \$25
- ❖ The above is a ONE-TIME CHARGE. Once a volunteer/driver is cleared, they will be approved through June of their student's graduation year, or four years if they are a non-parent/guardian. If a volunteer discontinues service, they may be required to have another background check (including i.e. fingerprinting).
- ❖ A volunteer may renew their clearance after four years without re- fingerprinting by taking the Safe Schools Training and producing a new TB results.