



School: _____

DATE: _____

New Volunteer – Checklist (Please see School Site FIRST)

****Due to Covid and Effective Immediately – ALL Volunteers REQUIRE Livescan/Fingerprints****

****NO VOLUNTEERS IN CLASSROOMS****

VOLUNTEER INFORMATION

Name: _____

Email: _____ Phone: _____

<input type="checkbox"/>	<p>REQUIRED ITEMS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> TB Expires: _____ <input type="checkbox"/> Covid Vaccine or if not vaccinated, a negative test is required within 2 days of the day they are volunteering. <input type="checkbox"/> RAPTOR I.D. Scan <input type="checkbox"/> Fingerprint CLEARANCE - DOJ & FBI: _____ 	<p>**School Site keeps: Copy of ALL documents.</p> <p>(Scan copy of livescan form to HR, once completed)</p>
<input type="checkbox"/>	<p>PAYMENT Option #1: <u>VOLUNTEER Pays</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide fillable livescan form to Volunteer <input type="checkbox"/> Volunteer goes to: www.adlivescan.com 619-348-3125 1) San Diego~ Mon-Fri - 9am-6pm. Sat - 10am-2pm (7851 Mission Center Court #310 San Diego, CA 92108) 2) Chula Vista~ Monday - Friday - 9:00am - 6:00pm <input type="checkbox"/> (807 Anchorage Place #1 Chula Vista, CA 91914) 	<p>Cost: \$74.00</p> <p>*Requires Payment at time of service. (Payment cannot be reimbursed to non-employees)</p>
<input type="checkbox"/>	<p>PAYMENT Option #2: <u>School Site Pays</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Volunteer must set-up fingerprinting appointment at SDCOE <input type="checkbox"/> Email HR with: * Approved Volunteer's name * Budget # (Cost will be BILLED to your Site) * Volunteer's Appointment DATE and TIME <input type="checkbox"/> Volunteer takes HR livescan form to appointment at: County Office: www.sdcoe.net 6401 Linda Vista Road, San Diego, CA 92111 (858) 292-3500 <input type="checkbox"/> Volunteer returns completed form to School. 	<p>*School sends name to HR</p> <p>*Volunteer gets livescan form from HR (w/prior approval)</p> <p>*Volunteer returns form to School Site.</p>

Administrative Procedures - OUT

Volunteer EXIT ALL Livescan Volunteers, MUST be Removed from DOJ Report when no longer volunteering for CVESD. Email HR

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

Send all Volunteer correspondence to:
Human Resources, Attn: janette.davis@cvesd.org