



# William S. Hart Union High School District Fingerprint Request Form

This form to be utilized for **Category 2** volunteers.

- Unpaid Volunteer/Coach/Chaperone/Advisor
- ASB/Booster paid/Stipend Applicant
- Applicant paid by District stipend

**Administrator Approval:** \_\_\_\_\_

School: \_\_\_\_\_ Program: \_\_\_\_\_ Date: \_\_\_\_\_

Employee/Volunteer Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

A Category 2 volunteer is any volunteer, chaperone, volunteer driver, unpaid coach or advisor or District/ASB/Booster paid coach or advisor. Any volunteer as described above that was cleared prior to July 9, 2010 MUST be re-cleared by the District to comply with changes in California law.

The district processing fee is \$70.00 for fingerprinting only and \$95.00 for volunteer/driver clearance. If a volunteer is responsible for payment, it MUST be collected at the school site prior to making an appointment for fingerprinting/volunteer clearance. Schools will be invoiced quarterly for all volunteer clearances.

### **Volunteer Applicant Information:**

Volunteer applicants are processed by appointment at the Hart District Administrative Center. Appointments may be scheduled by calling Michelle Howard at (661) 259 - 0033, ext. 417. **If a volunteer applicant arrives for an appointment with incomplete paperwork, the application will not be accepted and the applicant will not be fingerprinted.** The District Administrative Center is located at 21380 Centre Pointe Parkway in Santa Clarita.

The forms and/or training needed to apply as a volunteer are located on the District website at

<http://tinyurl.com/volunteerWSH>

All Category 2 volunteer applicants will need to bring the following items:

- Fingerprint Request Form/Volunteer Application Form (*signed by a school administrator*)
- Medical Treatment Authorization Form/Emergency Contact Information
- TB Test Result
- Certificates of completion for all three online Training Programs (Mandated Reporter, Sexual Harassment, Workplace Bullying)

Driver applicants will need to bring the following additional items:

- Driver Application
- Copy of CA Driver License
- Proof of automobile insurance
- A signed copy of the Driver Guidelines
- A signed copy of the Distracted Driver Memo



## William S. Hart Union High School District

The designated school administrator will be notified when a volunteer applicant is approved or disqualified. The approval process will take approximately 90 days. Volunteers will be approved through June of their student's graduation year or for five years if they are not a parent or guardian of a student in the District. Approved volunteers will be issued District photo identification cards after being cleared. ID cards will be sent to the fingerprinting administrator at the school.

TB testing may be completed by the applicant's personal physician, Samuel Dixon Clinics located in Val Verde, Newhall and Canyon Country; or US Healthworks in Saugus.

### **Waiver**

To ensure the safety of our students, staff and all persons involved in the learning process, the William S. Hart Union High School District conducts a background clearance of volunteers and a DMV clearance of volunteer drivers. By signing this application, I acknowledge this requirement and permit the District to access my State and Federal criminal history records and my DMV information and records. It is understood that this information will be held in the strictest confidence and may not be used for any other purpose.

I certify that all of the statements made on this application and the other related application documents are true and complete to the best of my knowledge. I understand that any false statements or incomplete information will subject me to disqualification or release as a volunteer for the William S. Hart Union High School District.

While acting in the capacity of a William S. Hart Union High School District volunteer, I understand that I must wear proper site and/or District identification in accordance with District regulations. I also understand that without this identification I may be asked to leave an activity or school/district property.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_