

Galt Joint Union High School District
Human Resources Department
12945 Marengo Road
Galt, CA 95632

VOLUNTEER FINGERPRINT REQUEST FORM

Volunteer Name: _____ **Graduation year of youngest child:** _____

Volunteer telephone numbers: Cell: _____ **Email:** _____

To Human Resources:

_____ has not been previously printed as a volunteer
Name (Please Print)

in this district and will be:

(Check appropriate box)

- Going on an overnight field trip
- Working one or more days per week in the classroom
- Likely to be alone with one or more students
- Volunteer Coach in high school athletic programs
- Volunteer Booster Parent
- Volunteer for Sporting Activities
- Other - please explain: _____

_____	_____	_____
Principal / Supervisor Signature	Date	School Site / Department

- Step 1:** Site completes form and gives to Volunteer **(Site administrator must sign form).**
- Step 2:** Volunteer emails this form to Human Resources at arickenbach@ghsd.k12.ca.us and requests a live scan form.
- Step 3:** Volunteer takes the live scan form to a fingerprinting location to print. If printing at the Galt Police Department you will need to make an appointment with them at 209-366-7030.
- Step 4:** Upon completion of printing volunteer sends or emails a copy of the live scan form to Human Resources at 12945 Marengo Road, Galt, CA 95632.
- Step 5:** Volunteer may begin only after school has been notified by e-mail of fingerprint clearance.

