

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 at the school site prior to fingerprinting appointments being made**.
Note: Pay the necessary fees at the school site. Each school site is responsible for collecting payment if their site charges for clearances. Schools will be invoiced quarterly for all volunteer clearances.
 - b) Medical Authorization/Emergency Contact Form should to be completely filled out.
 - c) A TB Test Result, with the signature of the physician and written on official prescription paper.
 - d) Certificate of completion of the online Sexual Harassment Prevention, Mandated Reporters: Child Abuse and Neglect, and Workplace Bullying: Awareness and Prevention Programs. 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
- 3) Volunteer applicants are processed by appointment only. Please contact Michelle Howard at (661) 259-0033 ext. 417. Appointments are approximately 30 minutes and processing will be completed at the Administrative Center of the Hart District. Bring the complete Volunteer Application Packet with all the forms mentioned above. If you are volunteering to be a driver, bring the Driver Application Packet as well.
Note: If a volunteer arrives with incomplete paperwork and has not been issued a COACH/VOLUNTEER FINGERPRINTING AUTHORIZATION form, the application will not be accepted and the applicant will not be fingerprinted.
- 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 and may distribute the new volunteer 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 distributed, may the volunteer participate in any District or school program.

Costs:

- ❖ Fingerprinting and Volunteer Clearance: \$70; DMV Drive Approval: \$25
- ❖ Fingerprinting/Volunteer Clearance & DMV Drive Approval: \$95
- ❖ 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 five 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).