

# VOLUNTEER APPROVAL PROCESS AND REQUIREMENTS

## Approval Process

Volunteer I	Volunteer II	Volunteer III
Potential Volunteer contacts desired site and submits Volunteer Information Sheet	Potential Volunteer contacts desired site and submits Volunteer Application II along with: <ol style="list-style-type: none"> <li>1. Volunteer II Application</li> <li>2. Clear TB (within last 60 days)</li> <li>3. FBI and DOJ fingerprint clearance</li> </ol>	Potential Volunteer contacts desired site and submits Volunteer Application III along with: <ol style="list-style-type: none"> <li>1. Volunteer III Application</li> <li>2. Clear TB (within last 60 days)</li> <li>3. FBI and DOJ fingerprint clearance or Athletic Supervisor Clearance Certificate: <a href="http://www.ctc.ca.gov/credentials/CREDS/ASCC.html">http://www.ctc.ca.gov/credentials/CREDS/ASCC.html</a></li> <li>4. Verification of completion of a coaching education program that meets the standards developed by the California Interscholastic Federation (CIF). Volunteers bear the expense. Approved site: Fundamentals of Coaching: <a href="http://www.nfhslearn.com">www.nfhslearn.com</a> (general course)</li> <li>5. Verification of passing CPR training: must be a “live” class given by the American Red Cross</li> <li>6. Having read <i>Victory with Honor</i>: <a href="http://www.ausdk12.org/ourpages/auto/2011/1/7/47871822/-victory%20with%20honor.pdf">http://www.ausdk12.org/ourpages/auto/2011/1/7/47871822/-victory%20with%20honor.pdf</a>, verification of having read <i>Victory with Honor</i> on Volunteer III application</li> </ol>
Site approves use of volunteer	Site sends application with required documentation to Human Resources for final check	Site sends application with required documentation to Human Resources for final check
Site informs volunteer of approval	Human Resources audits documentation submits names to Board of Education for approval	Human Resources audits documentation submits names to Board of Education for approval
	Once approved, site informs volunteer	Once approved, site informs volunteer

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## Volunteer Requirements

### Volunteer I

1. Volunteer Information Sheet

### Volunteer II Requirements

1. Volunteer II Application
2. Clear TB (within last 60 days)
3. FBI and DOJ fingerprint clearance

### Volunteer III (Athletic and Activity Coaches)

1. Volunteer III Application
2. Clear TB (within last 60 days)
3. FBI and DOJ fingerprint clearance or Athletic Supervisor Clearance Certificate:  
<http://www.ctc.ca.gov/credentials/CREDS/ASCC.html>
4. Completion of a coaching education program that meets the standards developed by the California Interscholastic Federation (CIF). Volunteers bear the expense.  
Approved site: Fundamentals of Coaching: [www.nfhslearn.com](http://www.nfhslearn.com) (general course)
5. CPR training: must be a “live” class given by the American Red Cross
6. Read Victory with Honor:  
<http://www.ausdk12.org/ourpages/auto/2011/1/7/47871822/-victory%20with%20honor.pdf>

## **Driver Requirements - same requirements and process as Volunteers I and II and in addition turn in the following (please see Driver Handbook):**

1. Copy of Driver’s License
2. Individual Department of Motor Vehicle Driving Record
3. Insurance policy declaration page
4. Copy of current car registration
5. Driver Information Sheet and Declaration