



# COLTON JOINT UNIFIED SCHOOL DISTRICT

1212 Valencia Drive, Colton, CA 92324 (909) 580-5000

## VOLUNTEER APPLICATION PROCEDURES

### Quick Reference Guide

**Interested volunteers should complete the following steps:**

1. Complete the Volunteer Application Form (forms available in English and Spanish).
2. Obtain TB testing from health care provider.
3. Return completed application, a copy of your Government issued photo ID, and a copy of the TB result to the School Office Manager or Site Secretary at the school site.
  - a. The School Office Manager or Site Secretary will send the following to the Human Resources Division (attention HR: Volunteers):
    - i. Completed Volunteer Application Form.
    - ii. Copy of the TB Test Results (within the last 60 days).
    - iii. Copy of the Government Issued Photo ID.
  - b. The Human Resources Division will process application ensuring it has been completed fully and correctly.
  - c. Volunteers will be contacted by the Human Resources Division to schedule the LIVESCAN appointment for the Department of Justice (DOJ) clearance.
  - d. When the DOJ clearance has been received, the volunteer may begin volunteering their time at the school site, immediately. Human Resources will include the volunteer's name to the District's Governing Board for board ratification at the regular 2018-19 Board Meeting Dates.
  - e. The Human Resources Division will notify the School Site of the clearance.
  - f. The School Office Manager or Site Secretary will contact the Volunteer Applicant informing the applicant they have been cleared to volunteer for their child's school.