

Volunteers

A. Parent Club or Special Event

These volunteers provide assistance with snack bars, grad-night, dances, band functions, and other limited events or special occasions. They work with other volunteers, are supervised by certificated staff, and do not have direct responsibility for supervising students.

Note: No clearance or prior approval is required.

B. Classroom or Office Volunteers

These volunteers provide assistance in administrative or academic areas on a regular or frequent basis, such as a parent volunteer in the classroom of his or her child, parents volunteering on field trips, a college student assisting with a class for credit, or an office assistant. **These volunteers must be fingerprinted before they can volunteer.**

District Office clearance and notification are required. A site administrator will submit a completed Volunteer Information/Clearance form to the District Office. The District Office will verify the fingerprint requirement is met and return the form to be filed with the principal.

➤ Please follow these steps:

1. Complete a District Volunteer Information/Clearance form and send to Human Resources at the same time a live scan form is given to a new volunteer
2. Obtain valid TB clearance documentation and keep on file at the site
3. Once volunteer clearance is received from the Department of Justice, Human Resources will return a signed clearance form to the sites
4. Sites will notify appropriate staff and volunteer

No volunteer may provide services unless and until appropriate forms are on file with the site administrator.

Agencies who can administer tuberculosis skin test:

Your Family Physician

Peterson Clinic
8 N. Cottonwood Street
Woodland, CA 95695
(530) 666-8960

Davis Community Clinic
2040 Sutter Place
Davis, CA 95616
(530) 758-2060

TB tests are accepted if they have been done within the last four (4) years.

Agencies who can administer live scan fingerprinting:

PDQ Fingerprinting, Inc.	Yolo County Sheriffs' Department	Davis Police Department	Department of Justice
216 F Street	41793 Gibson Road	2600 5 th Street	4949 Broadway
Davis, CA 95616	Woodland, CA 95776	Davis, CA 95616	Sacramento, CA 95814
(530) 756-7084	(530) 668-5280	(530) 747-5400	(916) 227-3845
Mon-Fri: 9:00 – 5:30 Sat: 10:00 – 2:00	Call for appointment	Call for appointment	Walk in only, call to verify hours

Fees payable at the time of service by the volunteer:

- Agency Fees Vary = \$5.00 (PDQ); \$11.00 (Yolo County Sheriffs' Dept.); \$10.00(Davis Police Dept. and DOJ)
- DOJ Clearance \$32.00
- FBI Clearance \$18.00 (Required for volunteers who have lived outside of California since the age of 18.)

The above agencies accept cash or checks only!