

Volunteer School-Year Requirement Guide

Level 1	Level 2	Level 3	Level 4
Volunteer Registration <i>Collected by School Site Representative</i> ANNUALLY	Volunteer Registration <i>Collected by School Site Representative</i> ANNUALLY	Volunteer Registration <i>Collected by School Site Representative</i> ANNUALLY	Volunteer Registration <i>Collected by School Site Representative</i> ANNUALLY
Volunteer Code of Conduct/Confidentiality Agreement Form <i>Collected by School Site Representative</i> ANNUALLY	Volunteer Code of Conduct/Confidentiality Agreement Form <i>Collected by School Site Representative</i> ANNUALLY	Volunteer Code of Conduct/Confidentiality Agreement Form <i>Collected by School Site Representative</i> ANNUALLY	Volunteer Code of Conduct/Confidentiality Agreement Form <i>Collected by School Site Representative</i> ANNUALLY
Copy of State issued identification (DL or formal form of ID) <i>Collected by School Site Representative (check expiration dates)</i>	Copy of State issued identification (DL or formal form of ID) <i>Collected by School Site Representative (check expiration dates)</i>	Copy of State issued identification (DL or formal form of ID) <i>Collected by School Site Representative (check expiration dates)</i>	Copy of State issued identification (DL or formal form of ID) <i>Collected by School Site Representative (check expiration dates)</i>
TB Risk Assessment Clearance <i>Collected by School Site Representative; good for 4 years from date of clearance; non-transferrable (HIPPA violation)</i>	TB Risk Assessment Clearance <i>Collected by School Site Representative; good for 4 years from date of clearance; non-transferrable (HIPPA violation)</i>	TB Risk Assessment Clearance <i>Collected by School Site Representative; good for 4 years from date of clearance; non-transferrable (HIPPA violation)</i>	TB Risk Assessment Clearance <i>Collected by School Site Representative; good for 4 years from date of clearance; non-transferrable (HIPPA violation)</i>
Sexual Offender (Megan's Law) Check – CA Penal Code 290.4 <i>Checked via Raptor System</i>	Sexual Offender (Megan's Law) Check – CA Penal Code 290.4 <i>Checked via Raptor System</i>	Sexual Offender (Megan's Law) Check – CA Penal Code 290.4 <i>Checked via Raptor System</i>	Sexual Offender (Megan's Law) Check – CA Penal Code 290.4 <i>Checked via Raptor System</i>
	Authorization for Release of Driver Record Information (DMV pull notice program can be printed from DMV Website; no DUI; no more than 2 pts) <i>Collected by School Site Representative</i> ANNUALLY	DOJ/FBI Background Check <i>HR will notify school site representative of clearance; not cleared until you are notified. Prints are cleared indefinitely unless otherwise notified</i>	DOJ/FBI Background Check <i>HR will notify school site representative of clearance; not cleared until you are notified. Prints are cleared indefinitely unless otherwise notified</i>
	Copy of Auto Ins. Policy Declaration <i>Collected by School Site Representative</i> ANNUALLY		Child Abuse Mandated Reporter Training Walk-On Coach Forms should be used for volunteer coaches; once HR receives the form, they know to set up Armatus. For all other Level 4 volunteers, email HR the name, email and phone # of volunteer and HR will email link and directions to them. Volunteer should provide completed certificate to School Site Representative