

DSUSD

**Online Volunteer Application
Process**



May 2013

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Application Type Selection

The first step in form entry is to select which of the three application types should be initiated.

Non-Supervisory Volunteer: A volunteer that is **never** left alone with students. No fingerprint clearance required. i.e. classroom/office assistance.

Supervisory (AB346) Volunteer: A volunteer serving alone as a supervisor to students. i.e. driving students, field trips, tutoring, or any independent supervision of students. Requires Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprint clearance.

Supervisory (AB346) Volunteer Coach (Unpaid Status Only): Coach serving alone as supervisor to students or as an assistant to coach. This Requires Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprint clearance.

*If coaching in paid status (Walk-on Coach), must provide referral form from Athletic Director to Personnel. Required to complete further requirements i.e. Temporary application, CPR, First Aid etc.

Figure 1: Entry Type Selection

The screenshot shows a web form titled "Home > VolunteerApplication". The main heading reads: "Desert Sands Unified School District is pleased that you have offered to act as a volunteer. The Superintendent has established volunteer procedures to protect the safety of students, staff, parents and other community members. (Ed Code §49406(f), 35021.1, 35021.2)". Below this, there are four radio button options:

- Non-Supervisory Volunteer
Non-Supervisory
A volunteer that is **never** left alone with students. No fingerprint clearance required. i.e. classroom/office assistance.
- Supervisory (AB346) Volunteer
Supervisory (AB346)
A volunteer serving alone as a supervisor to students. i.e. driving students, field trips, tutoring, or any supervision away from the certificated or AB346 cleared employee. Requires Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprint clearance. This clearance will require a non-refundable fee.
- Supervisory (AB346) Coach
Coaching (Walk-on)
Paid or unpaid status for the purpose of coaching only. Referral submitted by Athletic Director to Personnel. Requires Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprint clearance. This clearance will require a non-refundable fee.
- Check the Status or Renew an existing Application

A fourth option allows an Applicant to check the status of an existing submitted application, or renew an expired application. This option will require a user to enter their Last Name and their U.S. Government ID number. Once they do so, the screen will show the current status of their application. If their application was Supervisory in nature and they require fingerprinting, then the instructions and link to the Scan Services will be visible and available for re-printing.

If an applicant's Application has expired, then this process will bring up their entire application. An applicant then can review the information for correctness and re-submit the application. Re-submitted applications go back through the approval process to complete the new background checks.

General Information

The General Information collects Applicant Name, Address, Phone number and U.S. Government ID information, as shown in figure 2. Any information that is required, or in an invalid format will be displayed in a validation error list and the field will be highlighted in red.

A user must also upload a copy of their U.S. Government ID. This upload must be an image type, such as a JPG, TIF, GIF or PNG. An applicant can create their own scan if they have a scanner or smart phone camera, visit a Retail scan location or they can submit an application without a scan. In this scenario, Volunteer must contact specific school for assistance in scanning and uploading their ID.

Figure 2: General Information Entry Form

SECTION 1 - General Information


Last Name	First Name	District Employee	
<input type="text"/>	<input type="text"/>	No <input type="button" value="v"/>	
Address	City	Zip Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Primary Phone Number	Secondary Phone Number	U.S. Government ID	State
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Valid Government Issued ID Picture Upload (i.e. Driver License, Passport)

Upload an image of a valid Government ID, such as a Driver License or Passport, now or submit application without ID and see school staff for assistance.

Step 1:

Step 2:

 [View](#)

Site(s) Requested	Name of Child(ren) / Sites Child(ren) Attends (optional)
<input type="checkbox"/> Abraham Lincoln Elementary School <input type="checkbox"/> Amelia Earhart Elementary School <input type="checkbox"/> Amistad High School	<input type="text"/>

Finally, a user can select one or all the sites that they are interested in Volunteer at. In addition, a free form field is available for an Applicant to enter notes, such as the name(s) of their Children, and which site respectively those children attend.

Type Selection Information

A Non-Supervisory Volunteer application collects the information associated with the class or activity for which they will be assisting. This type of application does not require a “Request for Live Scan Service”.

Figure 3: Non-Supervisor Entry Form

SECTION 2 – Non-Supervisor

Classroom Volunteer Teacher(s) Name School Activity/s

A Supervisory Volunteer application collects the information associated with independent supervision of children. A “Request for Live Scan Service” is required. This form and instructions will be made available once the application is submitted.

Figure 4: - Supervisor Entry Form

SECTION 3 - Volunteer Supervisor – (AB346 - Fingerprinting required)

Driving Students** Tutoring Field Trip Other

**** If driving students, driving clearance must be obtained by completing Automobile Insurance Verification form and submitted to Risk Management**

A Supervisory Volunteer Coaching application collects the information associated with independent supervision of children and the specific sporting activity that is applicable. A “Request for Live Scan Service” is required. This form and instructions will be made available once the application is submitted.

Figure 5: Coach Entry Form

SECTION 4 –Volunteer Coach (AB346 – Fingerprinting required)

Fall Season	Winter Season	Spring Season	Spring Cont.
Football <input type="radio"/>	Soccer <input type="radio"/> (B) <input type="radio"/> (G)	Swimming <input type="radio"/> (B) <input type="radio"/> (G)	Golf <input type="radio"/> (B) <input type="radio"/> (G)
Cross Country <input type="radio"/> (B) <input type="radio"/> (G)	Basketball <input type="radio"/> (B) <input type="radio"/> (G)	Tennis <input type="radio"/> (B) <input type="radio"/> (G)	Softball <input type="radio"/>
Volleyball <input type="radio"/> (B) <input type="radio"/> (G)	Wrestling <input type="radio"/>	Track <input type="radio"/> (B) <input type="radio"/> (G)	Baseball <input type="radio"/>
Water Polo <input type="radio"/> (B) <input type="radio"/> (G)			

First Aid
 CPR
 Lifeguard Certification
 TB Clearance
 DOJ Clearance
 FBI Clearance

Certification and Signature

The Certification and Signature Form asks three criminal record questions. These questions must be answered 'Yes' or 'No'. If any of the questions are answered "Yes", a "Please Explain" field appears, and this field requires an entry.

This form also asks for confirmation of reading the DSUSD School Volunteer Handbook, with a link to the handbook provided, and agreement of no promotion. Both these certifications must be answered 'Yes' to pass validation. Finally, this form required the entry of a Legal Name as a signature.

Figure 6: Certification and Signature Form

SECTION 5 - Certification & Signature

Have you ever been convicted of a felony? Yes No

Have you ever been convicted of any offense involving drugs or controlled substances? Yes No

Have you ever been convicted of any criminal actions involving child abuse or sexual misconduct with a minor Yes No

I certify under the penalty of perjury under the laws of the State of California that the responses to the above statements are true and correct. I give permission to Desert Sands Unified School District to conduct a criminal history review.

I have read the [DSUSD School Volunteer Handbook](#) Yes No

I AGREE that I will NOT use this volunteer position to promote my own religious, political, economic or social bias. Yes No

Please sign and certifying this form by typing in your full legal name:

Application Submission

Once an application is submitted, a user will receive a message and instructions on how to check the status of their application (figure 6).

If a "Request for Live Scan Service" is required, a user will be given instructions on how to complete the scan, and a link to the application form itself. Any time a user returns to check the status of their application; they can review the instructions and print off the form (Appendix 1).

Figure 6: Submission 'Thank you'

Thank you for submitting your Request for Volunteer Application!

Your Application Number is: **46**. Please allow 45 days for processing. Return to this website and use your Last name and US Government ID to check the status of your request.

*These are the different stages that your application will go through:

- **Submitted** – Your application has been received and is awaiting Personnel review.
- **Awaiting Driver License** – Your application needs a US Government ID to proceed. Please visit your school site for assistance.
- **Personnel Approved** – Personnel has reviewed and approved your application. It is awaiting security review.
- **Security Approved** – Security has reviewed and approved your application. It is awaiting board approval.
- **Approved** – Your application is approved at the will be good for one (1) year from the day it was approved.
- **Expired** - Renew your application by logging in with your last name and US Government ID and re-submitting your application.

Once approved, your application will be effective for one year, at which time you will be able to renew your application by logging in and re-submitting.

Your application request requires fingerprinting. Please print out this form:
[Request For Live Scan Service Form](#)
fill in your remaining information and take it to the Livescan Fingerprint Location:

Desert Live Scan Fingerprinting

42335 Washington St., Ste "F"
Palm Desert, CA 92211
(760) 345-7512

By Appointment or Walk-Ins
Monday - Friday (8:00 am - 6:00 pm)
Saturdays (9:00 am - 4:00 pm)

Fees: (Cash, VISA, or MasterCard Accepted)

- Walk-On Coaches, Volunteers, Activities Employment DOJ and FBI Fingerprints: \$59.00

Bring live scan forms with you - you will not be printed if you do not have proper forms.

Appendix 1 – Request For Live Scan Service Form

Sate of California

Department of Justice

REQUEST FOR LIVE SCAN SERVICE

BCII 8016A (3/07)

Applicant Submission for Public Schools or Joint Powers Agencies

ORI:	<u>A 6930</u> Code assigned by DOJ
Type of Applicant: (check one) <input checked="" type="checkbox"/> Classified School Emp. <input type="checkbox"/> Credentialed School Emp.	
The following selections are for Public Schools only:	
<input type="checkbox"/> License, Certification, Permit <input type="checkbox"/> Peace Officer <input type="checkbox"/> Law Enforcement Personnel <input checked="" type="checkbox"/> Volunteer	
Job Title or Type of License, Certification or Permit:	<u>VOLUNTEER: SCHOOL SITE</u>

Agency Address Set Contributing Agency:	
<u>DESERT SANDS UNIFIED SCHOOL DISTRICT</u> Agency authorized to receive criminal history information	<u>01628</u> Mail Code (five-digit code assigned by DOJ)
<u>47-950 DUNE PALMS ROAD</u> Street No. Street or P.O. Box	<u>SHERRY JOHNSTONE</u> Contact Name (Mandatory for all school submissions)
<u>LA QUINTA, CA 92253</u> City State Zip Code	<u>(760) 771-8692</u> Contact Telephone Number

Name of Applicant: <u>Robert</u> <u>Grey</u> (Please print) Last First Middle Initial	
AKA's: _____ Last First	CDL No. <u>USDL200</u>
DOB: _____ SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female	Misc. No. <u>APPLICANT TO PAY</u> BIL Agency Billing Number
Height: _____ Weight: _____	Misc. No. _____
EYE Color: _____ HAIR Color: _____	Home Address: (Applies only if Youth Org. / HRA or Public Utility submission)
POB: _____	<u>6011 23th St</u> Street or P.O. Box
SOC: _____	<u>Birtchview, WA 98004</u> City, State and Zip Code

Your Number: _____ OCA No. (Agency Identifying No.)	Level Of Service <input checked="" type="checkbox"/> DOJ <input checked="" type="checkbox"/> FBI
If resubmission, list Original ATI No. _____	

Live Scan Transaction Completed By: _____ Name of Operator	Date _____
Transmitting Agency _____ ATI No. _____	Amount Collected/Billed _____