DSUSD
Online Volunteer Application Process

May 2013
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

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

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**

<table>
<thead>
<tr>
<th>SECTION 2 - Non-Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Volunteer</td>
</tr>
</tbody>
</table>

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)**

<table>
<thead>
<tr>
<th>Fall Season</th>
<th>Winter Season</th>
<th>Spring Season</th>
<th>Spring Cont.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td>Soccer</td>
<td>Swimming</td>
<td>Golf</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Basketball</td>
<td>Tennis</td>
<td>Softball</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Wrestling</td>
<td>Track</td>
<td>Baseball</td>
</tr>
<tr>
<td>Water Polo</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

First Aid, CPR, Lifeguard Certification, TB Clearance, DOT 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
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).
## Appendix 1 – Request For Live Scan Service Form

**REQUEST FOR LIVE SCAN SERVICE**

Applicant Submission for Public Schools or Joint Powers Agencies

### Personal Information
- **ORI:** A 6930 (Code assigned by DOJ)
- **Type of Applicant:** (check one) ☐ Classified School Emp. ☐ Credentialed School Emp.
- **The following selections are for Public Schools only:**
  - ☐ License, Certification, Permit
  - ☐ Peace Officer
  - ☐ Law Enforcement Personnel
  - ☐ Volunteer
  - Job Title or Type of License, Certification or Permit: **VOLUNTEER, SCHOOL SITE**

### Agency Information
- **Agency Address Set Contributing Agency:**
  - **DESSERT SANDS UNIFIED SCHOOL DISTRICT** 01628
  - Mail Code (five-digit code assigned by DOJ)
  - **47-950 DUNE PALMS ROAD**
  - Street No.  Street or P.O. Box
  - **LA QUINTA, CA 92253** (760) 771-8692
  - City  State  Zip Code  Contact Telephonic Number

### Applicant Information
- **Name of Applicant:** Robert Grey
  - First  Middle Initial
  - (Please print) Last
  - AKA’s: __________________________
  - Last  First
  - **DOB:** __________  **SEX:** ☐ Male ☐ Female
  - **Height:** __________  **Weight:** __________
  - **EYE Color:** __________  **HAIR Color:** __________
  - **POB:** __________
  - **SOC:** __________

### Contact Information
- **Your Number:**
  - OCA No. (Agency Identifying No.)__
  - Level Of Service ☐ DOJ ☐ FBI
  - If resubmission, list Original ATI No._

### Transaction Information
- **Live Scan Transaction Completed By:**
  - **Name of Operator**
  - **Date**
  - **Transmitting Agency**
  - **ATI No.**
  - Amount Collected/Released