

**REACH SCHOOL
VOLUNTEER PAPERWORK SELF-CHECKLIST**

Please attach all documents and submit together to school office *when all paperwork is complete.*

Parent's Last name: _____ First name: _____
Phone: _____ alt: _____ email: _____
Student's Last name: _____ First name: _____
Student's Last name: _____ First name: _____

EMERGENCY CONTACT PERSON *FOR PARENT*:

_____ phone: _____ alt: _____

Requirements for Regular School Volunteers

(classroom, field trip drivers, playground assistance etc.)

- o Volunteer Application
- o Volunteer Code of Conduct
- o Copy of CA Driver license
- o TB clearance

***Additional Requirements for Overnight Chaperones**

(and school sponsored club instructors, mentors, on-on-one tutors)

- o Livescan Fingerprinting (Request form from office first)

Requirements for Volunteer Drivers: (regular volunteer clearance *and* the following)

- o Volunteer Driver Application
- o Volunteer Driver Vehicle Declaration Page

Provide copies of the following documents to the school site for photocopy and attach.

- o Original DMV Driver Record Printout (**each year**)
- o Insurance Policy *Coverage Page* indicating:
 - o Liability: \$100k per person/\$300k per occurrence.
 - o Property Damage: 25k.
 - o Medical Payments: 5k.

Helpful instructions for obtaining online DMV Driver Record printout:

- Log onto: www.dmv.ca.gov
- Select 'Online services'
- Select 'Driver Record Request' from the list
- At this point you will need to login/register as a certified user with the DMV
- Read and "acknowledge" the disclosure statement
- Pay the \$2.00 Driver Record fee with a credit card
- IMPORTANT: Select "View DL Record" and print *prior* to selecting 'Finish'.

Office use only:

Verify CA Driver License - address, photo and record exp date: ___/___/___

Black-out driver license number on copy.