



## **Volunteer Clearance Procedure**

*All clearances must be on file with the school prior to volunteering or driving for school-related field trips and excursions. Information is held confidentially by the Finance & HR Manager and Custodian of Records.*

### **1. Background Check Clearance**

In order to volunteer for River Montessori Charter School, volunteers must pass a criminal background check with the CA Department of Justice (DOJ). A Live Scan fingerprinting must be completed. Please obtain a Live Scan form in the school office. You must bring a government issued photo I.D. with you; a Driver's License is preferred. Due to the large number of volunteers, we ask that volunteers pay the associated fee. Please keep the Live Scan form as confirmation and return a copy to the school office in order to verify clearance for volunteering. To protect your privacy, the form is the only notification to the school of your fingerprint application and the background check information is only viewable via a DOJ secure database for a certain period of time. If the time period has expired, you will have to redo the fingerprinting in order to receive clearance. (Please account for at least 2-3 business days for the DOJ to transfer information to the school.)

Our preferred vendor for fingerprinting is Ameriprints. Go to [www.ameriprints.com](http://www.ameriprints.com) to schedule an appointment online, for driving directions & more information about all Bay Area office locations or phone 707-588-9866 to schedule an appointment.

#### **Ameriprints Rohnert Park office**

(Walk-in hours, no appointment needed)  
5865 Redwood Dr Suite 101  
(Turn off Redwood Dr at Jennifer Convertibles)  
Mon-Fri 9:00am to 6:00pm, Sat 10:00am to 3:00pm

#### **Ameriprints Petaluma office**

(Please call ahead or go online for an appointment)  
755 Baywood Dr 2<sup>nd</sup> Floor  
(In the Marina Complex off Lakeville Drive)  
Mon – Fri 9:00am to 5:00pm

Other Office Locations: Santa Rosa & San Rafael

### **2. TB Clearance**

Ed Code requires that volunteers who are exposed to children on a frequent basis (more than once a month) must also have tuberculosis (TB) clearance in order to help prevent the spread of communicable diseases. A clearance will be an examination from a physician or licensed nurse practitioner via intra-dermal skin test or blood test with a negative result. If the result is positive, a chest X-ray or blood test showing you are free from active TB is required. Volunteers assume all costs associated with this clearance. (Please account for at least 2 days for a TB test, as most require a follow-up appointment to verify results.) Contact your physician or a clinic for more information.

### **3. Driving Clearance**

If you will be driving students other than your own for school-related field trips and excursions, a driving clearance is also required. A copy of your driver's license & insurance policy showing liability & coverage limits (not the insurance card) must be on file and current at the time of driving. (TB Clearance also applies to drivers.)

3880 Cypress Drive Petaluma, CA 94954 707-778-6414 tel 707-773-5300 fax

*River Montessori Charter School does not discriminate against any pupil on the basis of the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics).*