

## **FINGERPRINTING – INSTRUCTIONS FOR VOLUNTEERS**

1. Fill out the volunteer application at the school site you want to be a volunteer. Sign the form. The principal must sign the application and submits it to the District Office.
2. A driver's license or official ID card must be brought to the appointment at the District Office.
3. Call two (2) days after filling out the volunteer form to make an appointment to be fingerprinted at: 528-4763.
4. If you will be volunteering on a regular basis, meaning for more than a couple of days per year, you must also have a TB skin test clearance before you can work around the students.
5. The school site will notify you when the fingerprinting has cleared.
6. You may pick up your identification badge at the District Office or after 5 days it will be sent to your site.
7. All volunteers must wear their identification badges while on campus or at a District event when performing volunteer services.