

Thank you for your interest in volunteering in the Lakeport Unified School District. The District encourages and appreciates the participation of all volunteers as they are an important part of the learning environment.

To help maintain a safe school setting, **volunteers who work in classrooms or supervise students on campus, as well as field trip chaperones** are required to undergo a Live Scan fingerprint clearance through Lake County Office of Education and submit results from a TB test that was performed within the last four years. There is no cost for the fingerprint process and you will be reimbursed up to \$18.00 for your TB Test. The District Office will process your application and provide you with the Request for Live Scan Service form that is required to process your fingerprint clearance. **To make an appointment, please call Linda Debolt at 262-4127. LCOE is located at 1152 South Main Street in Lakeport.** The fingerprint process only takes a few minutes.

Please submit the following documents to the site where you will be volunteering:

- Completed application
- Driver's license
- TB test results

The Lake County Department of Public Health Services and Mendo Lake Health Care clinics are available to conduct TB tests for individuals that require a new test or who are being tested for the first time. You may also submit results from a test performed by your personal physician. The district nurse, Diane Gunther, can also complete a TB risk assessment which satisfies this requirement. You can schedule an appointment at 262-5627.

The information submitted by you to become eligible to volunteer is considered confidential and will not be used for any other purpose. Once you submit the required documents to the District and the DOJ/FBI completes the Live Scan clearance, a representative from the District will notify you that your clearances are complete and you are cleared to volunteer.

If you have questions about the process of becoming an eligible volunteer, please contact Tami Carley at the District Office. She can be reached at 262-3000 or tcarley@lakeport.k12.ca.us. Again, your interest in volunteering in our school district is greatly appreciated.

Updated 10.23.18



Volunteer Application

Please complete this application and return to the site where you are interested in volunteering or the District Office



LAKEPORT
UNIFIED SCHOOL DISTRICT
Building successful futures

At what site(s) are you interested in volunteering? _____

What volunteer activities are you planning to become involved with? _____

Contact Information

Name

Street Address

City & Zip Code

Home Phone

Work Phone

Cell Phone

E-Mail Address

Copy of your driver's license is attached: Yes No

Copy of TB Test results attached: Yes No
(TB Tests must be less than 4 years old)

Have you ever been convicted of any crimes other than traffic violations?

Yes No

Offense _____ Date _____

Person to Notify in case of an Emergency

Name

Street Address

City & Zip Code

Home Phone

Work Phone

Cell Phone

E-Mail Address

Our Policy

We are an equal opportunity employer and educator who fully and actively supports equal access for all people regardless of race, color, religion, gender, gender identification, sexual orientation, age, national origin, marital status or disability.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)

Signature

Date

Please include the following information (optional)

Interests

Tell us in which areas you are interested in volunteering

- Classroom Assistance
- Special Events
- Fundraising
- Tutoring i.e. (*Schools of Hope*)
- Sporting Events or Coaching
- Classroom Presentations
- School Clubs _____
- Other _____

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

**Thank you for completing this application and for your interest in volunteering
at Lakeport Unified School District!**

School Site/District Office

Principal/Manager Signature _____ Date _____

Date of TB Test _____ Date of Records Check _____



LAKE COUNTY OFFICE OF EDUCATION

TO TEACH. TO SERVE. TO LEARN.

LIVESCAN APPLICANT PROCESS

Some of the important things to remember when appearing for fingerprints are:

1. **Make an appointment, please call 262-4127.** Please be prompt. If you are more than 15 minutes late, your appointment will be forfeited and will need to be rescheduled. Appointments are made Monday through Thursday, 9:00 a.m. to 3:00 p.m. Walk-in applicants are not accepted and must wait for an available opening. If you need to cancel, please give us a call at least 24 hours prior to your appointment so that we may reschedule another applicant.
2. **Bring your paperwork:** The requesting agency will supply you with the "*Request for Live Scan Service - Applicant Submission*" form. Please make sure to complete entire applicant section of the form before coming in for your appointment.
3. **Bring valid photographic I.D. - MUST be presented at time of service.**
Acceptable forms of I.D. are:
Driver's License, Military I.D., California Identification Card, Passport
5. **Fingernails:** Extremely long or curved fingernails may prevent the fingers from properly contacting the printing platen and may need trimming.
Bandaged or injured fingers: Applicant may need to reschedule their appointment until the injured or bandaged finger can be fingerprinted.
6. **Location:** 1152 S. Main Street in Lakeport. Take the Lakeport Blvd./Todd Road Exit off Hwy. 29. Head east (toward the lake), at stop sign (you are looking directly at our office ahead) you turn left, take next immediate right on K Street, then right into our parking lot.
7. **Fee:** Rolling Fee is \$25.00 for each fingerprint submission. The Department of Justice fees of \$32.00 and FBI fee of \$17.00 (where applicable) is collected unless a Billing number is provided by the agency or appointing authority. The Billing number would be noted as a 6 digit number under Misc. No. BIL. If there is no number noted in that area, you are responsible for all the fees at the time of service.

Acceptable forms of payment: (Sorry....No Personal Checks Accepted)
Cash (exact change please!), All major credit cards are accepted.

All prints are taken electronically and transmitted ONLY - NO hard copy is provided.

Linda DeBolt, Livescan Fingerprint Technician (707) 262-4127

