

PROSPECTIVE VOLUNTEER REQUIREMENTS:

Level I Volunteer requires:

- Volunteer Application
- TB Questionnaire

Level II Volunteer requires:

- Volunteer Application
- TB Questionnaire
- Fingerprinting

Level II Volunteer and Driver require:

- Volunteer Application
- TB Questionnaire
- Driver's License
- Auto Insurance Declaration Page showing policy limits
- Fingerprinting

Please write your email address on the volunteer application.

Obtain TB Questionnaire from:

- Samohi nurse's office (310) 395-3204, ext 71510

Once you have completed the Volunteer Application and TB Questionnaire (and driver's documents if applicable), please submit your forms:

- (a) Fax 310-395-5842 or
- (b) Deliver (you or your child) to Diane O'Brien, Room AD500, Administration, Dean's Office or
- (c) Mail to Samohi

Additional requirements for Level II or Level II, Driver:

You will be informed when the initial processing is complete. At that time you may call SMMUSD (310-450-8338, ext. 70274) to schedule a fingerprinting appointment. **Pick up your approved application to take with you to your fingerprinting appointment.** The district will **NOT** fingerprint you without this volunteer packet, signed by the school administrator. **Fingerprint results may take up to 2 weeks.**

THANK YOU FOR YOUR INTEREST IN VOLUNTEERING!

Good Afternoon All,

Attached are the instructions and applications to apply for Level II Volunteer and Driver.

Here's a recap of the information contained in the attached materials:

1. **FORMS**

Complete School Driver Registration Form and Volunteer Assistance Application.
Write your **email address** on the 1st page of the Volunteer Assistance application.

2. **PROOF OF INSURANCE**

Provide the current Declaration page of your auto insurance. This Declaration page lists your policy coverage limits. (School Driver Registration Form will list what the minimum coverages are.)

3. **DRIVER'S LICENSE**

Provide a copy of your valid driver's license.

4. **TB Questionnaire**

Samohi nurse's office (310) 395-3204, ext 71510.

Once you have completed Steps 1-4, either fax, mail, or deliver the documents to Diane O'Brien:

(a) Fax 310-395-5842 or

(b) Drop everything off at Samohi to: Room AD500, Administration, Dean's Office or

(c) Mail to Samohi

Initial processing may take 1-2 weeks. I will contact you when the initial processing has been completed at which time you may call the district office (310-450-8338, ext. 70274) to make an appointment to be fingerprinted.

5. **FINGERPRINTING: PICK UP YOUR APPROVED APPLICATION TO TAKE WITH YOU TO YOUR FINGERPRINTING APPOINTMENT.** The district will **NOT** fingerprint you without your complete volunteer package, signed by the Dean. **Fingerprinting results may take 1-2 weeks.**

THANK YOU FOR YOUR INTEREST IN VOLUNTEERING!