



COLTON JOINT UNIFIED SCHOOL DISTRICT

1212 Valencia Drive, Colton, CA 92324 (909) 580 -5000

VOLUNTEER APPLICATION PROCEDURES

Quick Reference Guide

Interested volunteers should complete the following steps:

1. Complete the Volunteer Application Form (forms are available in English and Spanish).
2. Obtain TB testing from a health care provider.
3. Return the completed application, a copy of their Government issued Photo ID, and a copy of their TB clearance to the School Office Manager or Site Secretary at the school site.
 - The School Office Manager or Site Secretary will send the following to the Human Resources Division “Attention HR: Volunteers”:
 - 1) The completed Volunteer Application
 - 2) A copy of the TB clearance (administered within the past 60 days).
 - 3) A copy of the Government Issued Photo ID.

The following will occur after the application’s submission:

4. The Human Resources Division will process the application, ensuring it has been completed entirely and correctly.
5. Volunteers will be contacted by the Human Resources Division to schedule their LIVESCAN appointment for the Department of Justice (DOJ) clearance.
 - When the DOJ clearance has been received, the volunteer may begin volunteering at the school site, immediately.
6. The Human Resources Division will include the volunteer’s name to the District’s Governing Board for board ratification at the regular 2021-2022 Board meeting dates.
7. The Human Resources Division will notify the School Site of the clearance.
 - The School Office Manager or Site Secretary will contact the Volunteer Applicant, informing the applicant they have been cleared to volunteer for their school site.