

CULVER CITY UNIFIED SCHOOL DISTRICT

PROSPECTIVE VOLUNTEER PACKET Procedures



*“Somewhere on this planet, someone has a solution to each of the world’s problems.
It might be one of us. With your help, we can build a more hopeful world.”
-Marianne Larned-*

Thank you for your interest in volunteering at Culver City Unified School District. Your unique talents and abilities are extremely valuable to us and we look forward to a rewarding and successful association. Culver City Unified School District is proud of the professional services we provide to our students, faculty and community members. We believe that our volunteers are a valuable asset and that each of you directly contributes to our continued success.

In order to sustain a safe sanctuary for our students, Culver City Unified School District requires that all prospective volunteers complete a Prospective Volunteer Profile and Authorization, a Hold Harmless Agreement, A Statement of Volunteer Confidentiality and Child Abuse Reporting. In addition and pursuant to District policy, California Education Code and Assembly Bill 346, all individuals interested in volunteering must submit a clearance of TB as well as a criminal background check (fingerprinting) through the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) depending on the level of volunteer service. Explanation is as follows:

- **Department of Justice Fingerprints - \$32.00 (checks, money orders or exact cash only)**
Non-teaching volunteer aides, parents who volunteer in a classroom or on a field trip, community volunteers providing non-instructional services and extended activities (ex: fundraisers) within the booster clubs need to complete fingerprints for the Department of Justice.
- **Department of Justice and FBI Fingerprints - \$51.00 (checks, money orders or exact cash only)**
Non-certificated individuals who are assuming a paid or volunteer position to work with pupils in a pupil activity program sponsored by Culver City Unified School District must be fingerprinted by the DOJ and the FBI. This includes coaches (offensive line, defensive line, cheerleading), club leaders, band leaders, and anyone else who will be alone with a student in an official capacity during a school-sponsored activity. Though not required by CCUSD, if you are interested in obtaining an Activity Supervisor Clearance Certificate (verification that you have cleared the Commission’s professional fitness review process) you may visit www.ctc.ca.gov.

Let’s get started:

1. Complete the prospective volunteer packet, **include your certificate of clearance showing you were examined and are free from active tuberculosis** and return it to the site secretary. You will be contacted by the Office of Human Resources regarding processing. Please allow 3-7 days. You may obtain your TB clearance from your medical provider, school nurse’s office, or other accredited health agency.
2. Once contacted, visit the District Office at 4034 Irving Place, Culver City, CA 90232 and pick up your Livescan form, pay the appropriate fee (checks payable to CCUSD), and proceed to the Culver City Police Department at 4040 Duquesne Avenue, Culver City, CA 90232. Appointments are not necessary. Operating schedule is Monday – Friday from 7:00a.m. – 2:30 (lunch break is 12:30 – 1:30). Hours are subject to change. The phone number is (310) 253-6110. CCPD will keep a copy of your Livescan, you will return the 2nd copy to the Office of Human Resources and you will keep a copy for your records.
3. You and your volunteer site will be notified of your clearance. Welcome Aboard!

If you have any questions, please call LaShon Rayford, Administrative Secretary – Human Resources at (310) 842-4220 ext. 4248.

