SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT
PROCEDURES FOR SCREENING ALL VOLUNTEERS
WITH LIMITED CONTACT WITH STUDENTS
(USE FORM I)

All volunteers who have limited contact with students **must be cleared by the Department of Justice through Raptor to demonstrate that the volunteer is not a registered sex offender** and are required to be screened for TB. They will not be required to report to Human Resources. Prior to beginning their volunteer assignment they must be approved by the office manager and entered into the ATM system. Their original paperwork should be retained at the site.

School Responsibilities

1. Give the potential volunteer the Volunteer Form I packet. Ask him/her to complete and sign the form. The potential volunteer must show a valid picture ID (CA ID or Passport). Attach a photocopy to his/her completed volunteer form.

2. Input the information from Form I into the volunteer screen (Assignment Tracking)

3. Instruct the volunteer that they will be screened through the Department of Justice through Raptor to determine that the volunteer is not a registered sex offender. Instruct the volunteer that TB testing is encouraged. If the volunteer chooses to be tested for TB direct the volunteer to return the TB results to you.

4. If the volunteer provides you with the results of a TB test, please keep the results with the volunteer's application in your files.

5. **Run the volunteer's ID card through Raptor to clear them to work. They must be cleared through Raptor each time they volunteer.**

6. Annually, you must review active volunteers.