

Becoming a Volunteer

A Guide through the Clearance Process

Thank you for your interest in volunteering your time to Sierra Foothill Charter School (SFCS). In order to adhere to applicable laws, you will need to go through a clearance process. We have been told that fingerprint clearance can take anywhere from 3 days to 6 weeks, so please plan accordingly, and start the process sooner rather than later if at all possible.

We realize that the clearance process can be time consuming and inconvenient, but it is crucial to ensuring the safety of the students in our charge. Please know that your time and effort are greatly appreciated.

1) TB Testing

The first step in the clearance process is to obtain verification that you are free from tuberculosis (TB) infection. This verification is required by law every 4 (four) years, and can be obtained through a simple skin test. A harmless fluid is placed under your skin on your arm. A very small needle is used, so you will only feel a slight pinch. You must then return to the healthcare provider to have the results assessed and recorded. You will be provided with a written verification of the findings. The Mariposa County Health Department, 5085 Bullion Street, 966-3689, offers free testing services, as follows:

Skin Testing	Assessment
Second (2 nd) Tuesday of the month 8:30 AM – 11:30 AM 2:00 PM – 5:30 PM	Return Friday 8:00 AM – 11:00 AM

If you have had a TB test done within the past 4 years, and have proof of your TB test results, you are all set! There is no need to be re-tested. Please bring your proof of testing and negative results to the school office.

2) Waiver and Agreement Forms

SFCS has a waiver/release form and a volunteer agreement form you need to sign in order to volunteer at school. You can pick up the forms from school site when you submit your TB test results.

3) Fingerprinting

SFCS has a "Request for Live Scan Service" form you can either pick up from the office after you have signed and returned the waiver/release and agreement forms. You can then have your fingerprints taken by nearly any law enforcement agency. The Department of Justice (DOJ) charges a \$32 fee to run fingerprints through a database for clearance purposes. Due to budgetary constraints, SFCS cannot cover the fee. Therefore, you will need to pay the fee in order to obtain the necessary DOJ clearance.

If you obtain this service from one of the locations listed below, you will not incur any additional fees in addition to the \$32 DOJ fee. Other agencies may charge a fee, so be sure to call ahead.

Where	When
Mariposa County Sheriff's Department 5099 Old Highway North, Mariposa (across the street from the MCUSD office). Phone Number: 209/966-3615 or 800/774-8314 FAX Number: 209/742-5090	Tuesdays and Thursdays 1:00 PM – 4:00 PM

4) Wait to be Notified

The last step is to simply wait for your fingerprints to be processed. SFCS will contact you when you have been cleared to volunteer, and will issue a volunteer card to you.