Reminder of Procedure for volunteers:

Volunteer packet / Volunteer Coach packet

1. **Packet completed with:**
   a. Application
   b. TB clearance
   c. Copy of Current Driver’s License
   d. COACHES ONLY – Certificate for 1st Aid & CPR
2. Applicant will turn in the completed packet to the SITE OFFICE ONLY.
3. Application will be signed and approved by SITE PRINCIPAL.
4. Office will send in the District Mail to Personnel. Please no faxes or email scans.
5. Personnel will review
6. Personnel will call applicant to give further direction for fingerprinting. PLEASE do not give applicant phone numbers for fingerprinting.
7. Applicant goes to appropriate given place to get fingerprinting completed.
8. PERSONNEL will be contacted by the D.O.J. / F.B.I.
9. Volunteer when cleared will be added to the site approved list.
10. **Site / Office** will contact applicant to tell them they are cleared.