

## **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 1<sup>st</sup> 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 finger printing. **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.