



SAN RAMON VALLEY CHRISTIAN ACADEMY

Parent Volunteer Hours

We love having our parents on campus and involved in our daily classwork and special events. We depend on volunteers to keep our school safe and creating the best environment for your child.

Every SRVCA family is required to sign up for 40 hours/year of parent Service (20/hours for single parent families). Volunteering is a great opportunity for you and your family to become connected and involved in the SRVCA community. Many service opportunities that are available to fit within everyone's schedule. The "Signup Genius: list of schoolwide options will be sent out in July. Classroom specific volunteer opportunities will be emailed the first weeks of school.

Families not participating in our volunteer program will be billed \$800.

Volunteer Clearances

For the safety of our children, we require that all SRVCA volunteers have an **SRVCA authorized Live Scan Background Check Clearance**. Your Live Scan will remain valid as long as your student(s) are enrolled at SRVCA. (Previous Live Scan checks not authorized by SRVCA are not transferable). Result notifications from the Department of Justice may take up to 3 weeks.

Live Scan Clearance Steps

1. Click and complete this linked ["Live Scan Request Form"](#)
2. A clearance form will be emailed for you to complete. This form is **individual specific** and may not be duplicated.
3. Follow the directions on the back of your Live Scan form. **You may only get your Live Scan completed at the SRVCA authorized location listed on the form.**
4. Your school FACTS account will be billed \$45 to cover the cost of the background check.
5. After your Live Scan fingerprinting, sign the form and physically return a copy to the SRVCA office. Please call ahead as summer office hours are sporadic.
6. Clearance may take up to 3 weeks to receive from the Dept. of Justice.

If you currently have a student at the school and have been cleared through SRVCA/Live Scan, you do not need to complete an additional Live Scan.

Volunteer Check-in/Check-out

After you have been cleared through Live Scan and are volunteering, you must **check-in at the school office before serving in any SRVCA volunteer capacity**. You will be required to have a valid driver's license and will need to provide it to register in our electronic system and you will be provided with a name tag. After your initial electronic registration, you will not need to provide a driver's license, but you will always need to sign in at the office and get a nametag.

After volunteering, you must exit through the office and "check-out" by scanning the barcode on your name tag. For safety reasons, it is imperative that we know who is on campus at all times.