



PLEASANT VALLEY SCHOOL DISTRICT
Human Resources Department
600 Temple Ave, Camarillo, CA 93010
805.445.8610

Volunteers/Coaches/Vendors Without Certificated Personnel Present Required Documents Check-Off List

Applicant: _____ Site(s)/Dept: _____

Activity: _____

Email Address: _____ Cell Phone #: (_____) _____

All documents need to be turned in at the PVSD Human Resources Department (HR)
before working with students without a certificated employee present.
PVSD Human Resources will notify you and the Site/Dept when all documents have been verified.

Volunteer Application Form

- Volunteer Application Form:** Completed and signed by Applicant and Site/Dept Administrator.
- Legible copy of current Driver's License.** HR will make copy if requested.

Fingerprints:

DOJ and FBI Request for Live Scan Service form with ORI: A0450

- Yellow copy** to HR within a week of the prints being taken,
White to Live Scan Facility, **Pink** to you for your documentation.
Note: HR will be able to access the results electronically.

Freedom from Tuberculosis Verification: Bring in document and HR will make copy.

- Freedom from Tuberculosis Verification.** Proof of TB test taken within last 6 months.
If you need to have TB test taken, follow the directions for this that are in the packet.

Additional Requirements for Coaches: Bring original documents in and we will make copies.

- CPR Red Cross/American Heart Association Certification**
See attached sheet if you do not have current certification.
- FIRST AID Certification**
See attached sheet if you do not have current certification.
- HEADS UP CONCUSSION TRAINING (free):** Print certificate and bring to HR.
<https://headsup.cdc.gov> (30 minutes- See attached sheet for how to navigate site.)
- SUDDEN CARDIAC ARREST TRAINING (free):** Print certificate and bring to HR.
<https://nfhslearn.com/courses> (20 minutes- See attached sheet for how to navigate site.)



20__ - 20__

Driver's License Expires: __/__/__

Volunteer Application Form

Pleasant Valley School District

- One-time, Date: __/__/__
- Ongoing - This Current School Year

School Site/Department: _____ Date: __/__/__

All volunteers must provide a copy of their Driver's License or other picture ID. Field trip drivers must provide their Driver's License as their ID. Specific volunteer activities that require more documents will be noted next to the activity.

Volunteer Information (please print legibly): Name: _____

Address: _____
Street Address City State Zip Code

Phones: Cell _____ Work _____ Home _____

Parent/Guardian/Relative of: _____ If not Applicable, Name of Contact at this Site: _____

Student(s): 1 _____ 2 _____ 3 _____

Teacher(s): 1 _____ 2 _____ 3 _____

(Please list the name of the student's homeroom teacher below each student's name.)

Please check ALL applicable boxes:

Activities supervised by certificated employee: (These do not require fingerprinting or additional certificates.)

- On-Site Classroom/Class Activities/Other Activities during School/Department hours.
- Field Trips that are not overnight - Note: Student's siblings are not allowed to attend field trips.
 - Driving my own child only- No additional documents required.
 - Driving other students- Requires Private Vehicle Transportation Application and Insurance Declaration Page(s).
- After School Activity - Supervised by Certificated Employee (Name): _____
- Other (Specify): _____

Activities NOT supervised by certificated employee: (These require fingerprinting/TB test/certificates)

- Activities during Recess/Lunch/After School (Specify): _____
- Coach (Specify): _____
- Field Trips that are overnight (Specify): _____
- Other (Specify): _____

Background/Security Information:

As an adult, have you ever been convicted of or are awaiting trial for any crime?

- No Yes If you answered yes, attach a complete and accurate explanation of the incident. A conviction may not necessarily disqualify you from serving in the District, but failure to answer truthfully will be cause for denial.

Certification: Your signature below certifies that you declare under penalty of perjury under the laws of the State of California that you have completed the above information truthfully and understand that if the information is not accurate, your volunteer services will be terminated. The Pleasant Valley School District reserves the right to conduct a criminal background check of school volunteers as permitted by law.

Print Name: _____ Signature: _____ Date: _____

***** Volunteers not supervised by Certificated Employee may not start until approved by Human Resources *****

School Site/Department Use:

- Copy of driver's license or other picture identification attached.
- Fingerprint fees paid by: Volunteer School/Department Purchase Order #: _____
- Certificated supervision will be provided by: _____

School Site/Department Approval: _____
Site Administrator/Department Manager Date Approved Start Date

District Office Use: DL TB Fingerprints: DOJ FBI Coaches: CPR First Aid Concussion Cardiac
Expiration Dates: __/__/__ __/__/__ __/__/__ __/__/__

Application Approved: _____
Asst. Superintendent of Human Resources Date Approved Start Date

Fingerprint Services are available at:

Ventura County Office of Education
5189 Verdugo Way
Camarillo, CA 93012
(805) 383-1914

VCOE Fingerprinting Days/Hours:
Monday thru Thursday, 1:30 pm – 4:30 pm

Instructions:

- Complete the Request for Live Scan Service application (ORI: A0450) and take it with you. You need DOJ and FBI prints.
- Bring a photo ID.
- The fingerprinting fee (\$75 as of 6/28/17) must be paid at the time of service with cash, check, or credit card.
- After prints have been scanned, please return the yellow copy of the live scan application (ORI: A0450) to the Human Resources Office at 600 Temple Ave., Camarillo, CA.
- The Human Resources Office will notify the school site/department when your fingerprint clearances have been received.



REQUEST FOR LIVE SCAN SERVICE (Public Schools or Joint Powers Agencies)

Applicant Submission

ORI: A0450 Type of Applicant: Classified School Employee Credentialed School Employee
Code assigned by DOJ

The following selections are for Public Schools only:

License, Certification, Permit Peace Officer Law Enforcement Officer Volunteer

Type of License/Certification/Permit OR Working Title: Volunteer
(Maximum 30 characters - If assigned by DOJ, use exact title assigned)

Contributing Agency Information:

Pleasant Valley School District 01905
Agency Authorized to Receive Criminal Record Information Mail Code (five-digit code assigned by DOJ)
600 Temple Ave Kathleen Matsumori
Street Address or P.O. Box Contact Name (mandatory for all school submissions)
Camarillo CA 93010 (805) 445-2610
City State ZIP Code Contact Telephone Number

Applicant Information:

Last Name _____ First Name _____ Middle Initial _____ Suffix _____
Other Name (AKA or Alias) Last _____ First _____ Suffix _____
Date of Birth _____ Sex Male Female Driver's License Number _____
Height _____ Weight _____ Eye Color _____ Hair Color _____ Billing Number _____
Place of Birth (State or Country) _____ Social Security Number _____ (Agency Billing Number)
Home Address _____ City _____ State _____ ZIP Code _____
Street Address or P.O. Box (Other Identification Number)

Your Number: _____ Level of Service: DOJ FBI
(OCA Number (Agency Identifying Number))

If re-submission, list original ATI number: _____
(Must provide proof of rejection) Original ATI Number _____

Live Scan Transaction Completed By:

Name of Operator _____ Date _____
Transmitting Agency _____ LSID _____ ATI Number _____ Amount Collected/Billed _____



Pleasant Valley School District

Human Resources Department

600 Temple Ave. Camarillo, CA 93010

Phone: (805) 445-8610 FAX: (805) 445-8612

www.pvsd.k12.ca.us

VOLUNTEERS

TUBERCULIN SKIN TEST

Please forward the attached Freedom from Tuberculosis Verification form to Human Resources before you volunteer at the site.

The Tuberculin Skin Test takes two visits – so plan your time accordingly. The second visit must be made 48-72 hours after the first visit. If you miss the second visit, the test must be repeated.

If you have had a positive Tuberculin Skin Test in the past 20 years, you cannot have a repeat skin test. You will need to make arrangements for a chest x-ray.

Be sure you take the “Freedom from Tuberculosis Verification” form provided by the Human Resources with you to a medical office of your choice. The following is listed for your information:

Community Memorial Health Center
422-A Arneill Rd., Camarillo
Phone: 482-1282
Monday – Saturday 9:00 a.m. – 7:00 p.m.
Appointments Preferred

1st Stop Urgent Care
2275 Las Posas Rd., Camarillo
Phone: 388-3732
Monday – Friday 8:00 a.m. to 5:00 p.m.
Saturday 9:00 a.m. to 5:00 p.m.
Walk-in Clinic – No appointment necessary

NOTE: There is a fee for this service and the expense is the responsibility of the volunteer.

If you have any questions, please call the Human Resources office at 445-8610.



Pleasant Valley School District

Human Resources Department

600 Temple Ave. Camarillo, CA 93010
Phone: (805) 445-8610 Fax: (805) 445-8612
www.pvsd.k12.ca.us

Evalene Murphy, Assistant Superintendent

Freedom from Tuberculosis Verification

Name _____
(Please print) Last Name First Name

Position: _____ Date: _____

The above named person has:

1. A negative tuberculin skin test and is free from tuberculosis _____

OR

2. Received a chest x-ray and is free from active tuberculosis. _____

Validation: _____
Public Health Agency and/or Physician

CPR & First Aid Certification facilities:

Listed below are two local facilities that we know of that offer Red Cross/American Heart Association certification. You may also use any training facility that is Red Cross/American Heart Association certified that you prefer.

When you have received your certificate(s), please bring to PVSD Human Resources for us to copy for our records.

Camarillo Health Care District

CPR/First Aid/AED Certification: \$83, includes cost of book, as of 9/12/17

Class Location: 3639 E. Las Posas Rd
Suite 117
Camarillo, CA 93010

www.camhealth.com/classes/fallpreventionandsafety/
805.388.1952 Option 0

When making class reservation, pre-request your certificate for the day of the class, otherwise it will be mailed to you.

Code 3 Life Support - Company in Pasadena, but has classes in Camarillo

Heartsaver First Aid, CPR and AED Certification: \$75 + cost of book \$20, as of 9/12/17

Heartsaver First Aid (First Aid Only): \$45 + cost of book \$20, as of 9/12/17

Heartsaver CPR and AED: \$50, as of 9/12/17

Class Location: 450 Rosewood Ave
Suite 209
Camarillo, CA 93010

Code3life.enrollware.com/schedule

info@code3life.com

626-296-0090

The certificate will be given to you on the day of the class, if done in-person.

(Note that this company offers in-person and online classes, however the CPR test itself, which takes about 15 minutes, must be done in person, which they can schedule you for at the 450 Rosewood Ave site.)

① https://headsup.cdc.gov/signin here
 You are not logged in.

I have an account I want to create an account

②

Fill in all fields

Email *
 A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Confirm e-mail address *
 Please re-type your e-mail address to confirm it is accurate.

Password strength: **

Password *

Confirm Password *

Provide a password for the new account in both fields. Password must be at least 6 characters.

CREATE NEW ACCOUNT ← then click here

HEADS UPI

③

An email from DUJPinquiries@cdc.gov with information on how to start the training has been sent to the email address you provided. You will need to click on the link in this email to access the training.

! If you don't see an email in your inbox after a few minutes, please check your spam or junk folder for the email.

LOGIN - REGISTER ← Don't click here - you will be sent an email with a link.

④ This is the email you will receive

From: dujpinquiries@cdc.gov on behalf of DUJ Inquiries (CDC) <dujpinquiries@cdc.gov>
 Sent: Monday, September 11, 2017 2:28 PM
 To: (Your Name)
 Subject: Account details for huc_259575508905776_259575 at heads-up-coaches

Thank you for registering for the HEADS UP Concussion in Youth Sports online training. We appreciate your efforts to help ensure the health and safety of young athletes by learning how to prevent, recognize and respond to a concussion.

For full access to the site, you will need to click on the link below or copy and paste it into your browser. Doing so will both verify your account and automatically log you in.
 Click here this is the link
https://headsup.cdc.gov/user/validate/259575/1505165250/z70oCkqabAP_Rzqsuf9U_HALzzyR2kew6nQ5_3dl

Going forward, you will be able to log in to <https://headsup.cdc.gov/user> using the username and password that you created during registration.

Thank you for your interest in our training. We hope you enjoy the course!
 -The HEADS UP team



⑤

CONCUSSION IN YOUTH SPORTS

Changing the Culture of Concussion Starts With You!

LAUNCH TRAINING

Click here →

By taking this free, online course and using what you learn, you will be well positioned to improve the culture of concussion. Your actions can help create a safe environment for young athletes so that they can stay healthy, active, and thrive.

⑥



You can choose either

1 CREATE CERTIFICATES
 2 FULL CERTIFICATE
 3 WALLET CERTIFICATE

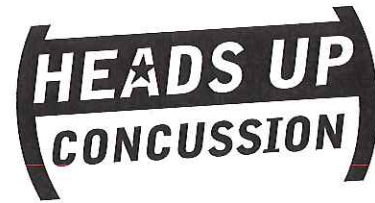
Name as you would like it on your certificate *

Type your Name here

SAVE

PRINT OUT YOUR CERTIFICATE AND BRING TO PUSD HR DEPT FOR PROOF OF COMPLETION OF REQUIREMENT.

A Fact Sheet for YOUTH SPORTS COACHES



One of the main jobs of a youth sports coach is keeping athletes safe. This sheet has information to help you protect athletes from concussion or other serious brain injury, learn how to spot a concussion, and know what to do if a concussion occurs.

What Is a Concussion?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

How Can I Help Keep Athletes Safe?


Sports are a great way for children and teens to stay healthy and can help them do well in school. As a youth sports coach, your actions create the culture for safety and can help lower an athlete's chance of getting a concussion or other serious injury. Aggressive and/or unsportsmanlike behavior among athletes can increase their chances of getting a concussion or other serious injury. Here are some ways you can help keep your athletes safe:

Talk with athletes about the importance of reporting a concussion:

- Talk with athletes about any concerns they might have about reporting their concussion symptoms. Make sure to tell them that safety comes first and you expect them to tell you and their parent(s) if they think they have a concussion.

Create a culture of safety at games and practices:

- Teach athletes ways to lower the chances of getting a concussion.
- Enforce the rules of the sport for fair play, safety, and sportsmanship.
- Ensure athletes avoid unsafe actions such as:
 - › Striking another athlete in the head;
 - › Using their head or helmet to contact another athlete;



Plan ahead. How can you help encourage concussion reporting among your athletes?

› **Athletes May Try to Hide Concussion Symptoms**

.....

Among a group of almost 800 high school athletes:

- 69%** reported playing with concussion symptoms.
- 40%** of these athletes said that their coach was not aware that they had a possible concussion.¹

Athletes may be less likely to tell their coach or athletic trainer about a possible concussion during a championship game or other important event.²

- › Making illegal contacts or checking, tackling, or colliding with an unprotected opponent; and/or
- › Trying to injure or put another athlete at risk for injury.
- Tell athletes that you expect good sportsmanship at all times, both on and off the playing field.

Keep up-to-date on concussion information:

- Review your state, league, and/or organization's concussion guidelines and protocols.
- Take a training course on concussion. CDC offers concussion training at no cost at www.cdc.gov/HEADSUP.
- Download CDC's *HEADS UP* app or a list of concussion signs and symptoms that you can keep on hand.

To learn more, go to www.cdc.gov/HEADSUP

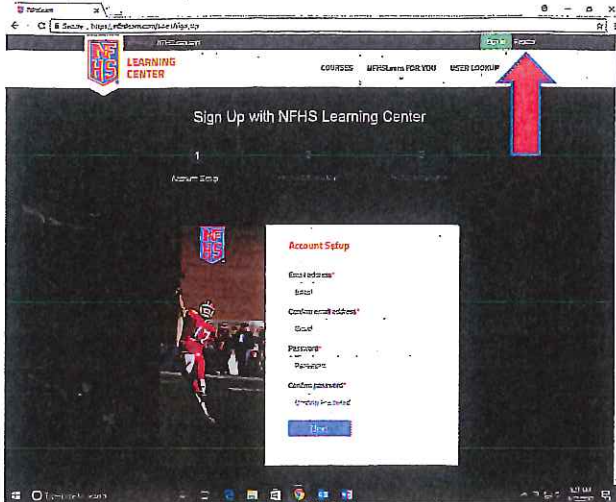


Centers for Disease
Control and Prevention
National Center for Injury
Prevention and Control

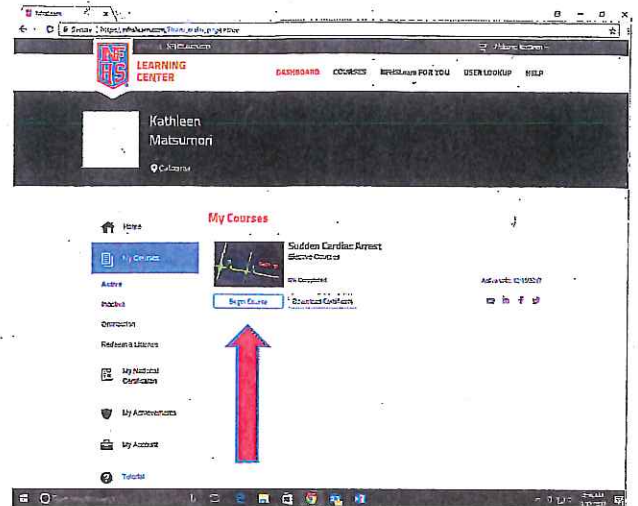
SUDDEN CARDIAC ARREST TRAINING (It is free!)

<https://nfhslearn.com/courses>

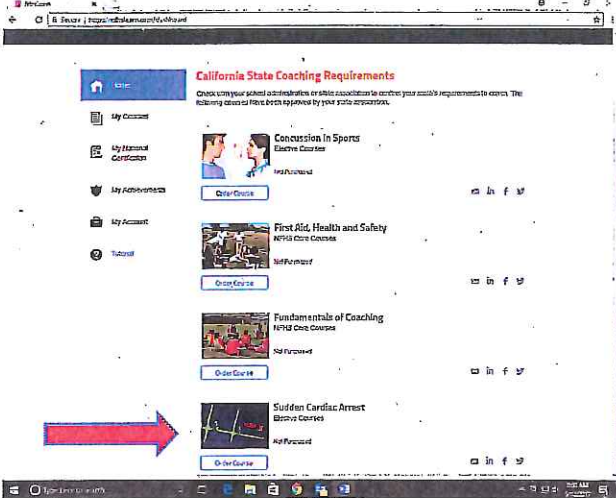
- ① You will register yourself which takes quite a few screens to complete.



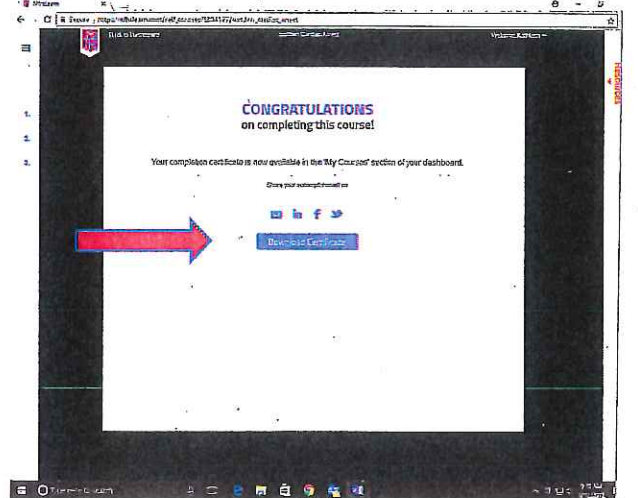
- ③ You will finally reach the screen where you can click on the "Begin Course" box.



- ② You will finally reach a list of courses. The Sudden Cardiac Arrest Course (free) is the class PVSD is requiring from this site. Click on the "Order Course" box, which will take you several screens to order.



- ④ Once you have completed the course, be sure to print out the Completion Certificate, Bring to PVSD HR for proof of completion of this requirement.



Even if CPR is started immediately, a readily available automated external defibrillator (AED) used within the first five minutes is the only way to treat SCA. On average, it takes EMS teams up to 12 minutes to arrive. Our awareness to take action and the widespread availability of AEDs could save thousands of lives per year.

The Cardiac Chain of Survival

Early Recognition of Sudden Cardiac Arrest



Collapsed and unresponsive.
Gasping, gurgling, snorting, moaning or labored breathing noises.
Seizure-like activity.

Early Access to 9-1-1



Confirm unresponsiveness.
Call 9-1-1 and follow emergency dispatcher's instructions.
Call any on-site Emergency Responders.

Early CPR



Begin cardiopulmonary resuscitation (CPR) immediately. Hands-only CPR involves fast and continual two-inch chest compressions—about 100 per minute.

Early Defibrillation



Immediately retrieve and use an automated external defibrillator (AED) as soon as possible to restore the heart to its normal rhythm. Mobile AED units have step-by-step instructions for a bystander to use in an emergency situation.

Early Advanced Care



Emergency Medical Services (EMS) Responders begin advanced life support including additional resuscitative measures and transfer to a hospital.

Cardiac Chain of Survival Courtesy of Parent Heart Watch