

VOLUNTEER CHECKLIST

Site Administrator: Review the following with the volunteer applicant. Please check the boxes to indicate all required documents are included with this checklist.

Complete Volunteer Application

- Have you been approved to volunteer for HLPUSD within the last 4 years?
(Not a "One Time" Volunteer)
Yes: Mark "Renewal" application submit application to school site
No: Mark "New" on applications and continue to follow checklist
- All sections completed and initialed
- Reviewed and signed by the Site Administrator
- Copy of valid ID

Proof of COVID-19 Vaccination:

- I am vaccinated against COVID-19 and can provide a copy of my vaccinations
- I am not vaccinated against COVID-19 but understand that I will have to present a negative test result each week I volunteer

TB Clearance (check the box that applies):

- I have a TB Test or TB Assessment (dated within the last 60 days of the application)
- I do not have a TB Test or TB Assessment and will need a referral at the time of my Live Scan appointment

Child Development Volunteer Only (working with children 4 years or younger- SB 792 requirements, reference attached notice):

- Flu (Influenza) Annual Immunization
- Pertussis (Whooping Cough) Immunization
- MMR (Measles, Mumps, Rubella) Immunization

Live Scan Requirement

**Live Scan appointments will be conducted at the District Office (15959 E. Gale Ave, City of Industry, CA, 91745)*

- Schedule your live scan appointment with Police and Safety: Eloisa Canales (626) 933-3899
 - The Live Scan Fee is \$79, payable by **Money Order** or **Cashier's Check ONLY**
 - Incomplete or missing application information will result in the inability to Live Scan
- Submit complete application with all required documents and payment during appointment (No children or guests allowed)

Name of Volunteer: _____

Site Administrator Name: _____