



Coachella Valley Unified School District

Human Resources Department

87225 Church Street

P.O. Box 847

Thermal, CA 92274

(760) 848-1224

Are you a parent, family member, member of the community or district employee wanting to volunteer?

You will need to provide each site where you wish to provide service with the following documents so they can submit a Volunteer Referral Form. Please note that a new referral needs to be submitted each fiscal year to continue service (Fiscal Year: July 1 - June 30).

1. ID (A non-expired ID, Driver's License, Passport, Matricula, or any other form of government issued identification. Please note that any form of identification other than a CA or out of state ID or DL will require additional backup documents when being fingerprinted.)
2. Negative Tuberculosis Test result within the last 4 years.
3. Covid vaccination if you have one, but if not then you may request exemption paperwork.
4. Receive a background clearance - Have you been fingerprinted by the Coachella Valley Unified School District before? If yes, we can verify the status of your previous clearance, but if not you will be contacted by HR for a LiveScan/Fingerprint appointment. Please do not contact us to expedite the process as we process forms in the order of receipt.

Volunteer - Employee: If an employee, current substitute or coach with the district wishes to provide voluntary services the Volunteer Employee Referral may be submitted with their ID only, as their TB and covid are on file. Please note that independent contractors and vendors, including ASES would need to follow the non-employee process.

LiveScan Appointment: When contacted the fee will be \$74 in the form of a money order. Once the background clearance has been received which may take up to 30 days, and all backup documents are accounted for, the HR portion of the form will be cleared.

Who will let me know once I'm cleared? Whomever submitted the form would need to notify the volunteer once the final approval has been received. (Current Routing: Site, HR, Principal and lastly the Asst. Superintendent of HR.)