

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, CA 92647

Dear Volunteer Applicant:

Thank you for your interest in becoming a volunteer with Ocean View School District. We encourage parents and community members to get involved with their schools. Your participation enhances the instructional program and motivates and encourages students.

Definition of a Volunteer:

A volunteer is a parent, community member or other adult who assists at a school site or program on a regular or semi-regular basis before, during, or after school hours. There are two types of volunteers:

- **Tier 1 Volunteers –**
 - All volunteers performing service on the school campus **more than five hours a week.**
 - All chaperons on field trips.
 - All individual attending or chaperoning overnight school-sponsored trips.
 - Volunteer coaches, assistant coaches, and co-curricular assistants.
- **Tier 2 Volunteers –**
 - All volunteers performing service on the school campus **five hours or less per week.**
 - Volunteers servicing parent participation hours outlined by state preschool requirements.

Information on Volunteers:

Go to District's website: www.ovsd.org → Families tab → click "Becoming a Volunteer"

Requirements of Tier I Volunteers:

- Read *Volunteer Handbook* located on OVSD District website: <https://www.ovsd.org/departments/hr/volunteer-information>
- Complete the online Raptor volunteer application (on Volunteer homepage). Upload a current Tuberculosis Risk Assessment/examination through the online volunteer application.
- Fingerprint Clearance – The online application will direct you to the OVSD Human Resources Office to pick up a Request for Live Scan (fingerprints). Fingerprints may take up to two weeks to clear.
- Volunteer application will be approved once fingerprint clearance and TB clearance have been received. Upon application approval, you will receive an automated email letting you know your application has been approved.
- After you have been notified, you may report to the school site to volunteer. The first time you sign into volunteer at the school site, you will be required to register with the school office staff. Following the initial registration at the site, you may sign-in at the kiosk in the front office.
- Sign-in at the front office through the RAPTOR kiosk when volunteering at a school site
- Wear identification badge provided by kiosk upon signing in (Volunteer Badge from RAPTOR system)
- Check out at the front office through the RAPTOR kiosk when volunteer service has finished.

Requirements of Tier II Volunteers:

- Read *Volunteer Handbook* located on OVSD District website: <https://www.ovsd.org/departments/hr/volunteer-information>
- Complete the online volunteer application (on Volunteer homepage). Upload a current Tuberculosis Risk Assessment/examination through the online volunteer application.
- Application will be approved once TB clearance document has been uploaded. Upon application approval, you will receive an automated email letting you know your application has been approved.
- After you have been notified, you may report to the school site to volunteer. The first time you sign into volunteer at the school site, you will be required to register with the school office staff. Following the initial registration at the site, you can sign-in at the kiosk.
- Sign-in at the front office through the RAPTOR kiosk when volunteering at a school site
- Wear identification badge provided by site upon signing in (Volunteer Badge from RAPTOR system)
- Check out at the front office through the RAPTOR kiosk when volunteer service has finished.

Fingerprints: Form and Contact Numbers:

- *Live Scan Form **must** be obtained at the OVSD Human Resources office at 17200 Pinehurst Lane, Huntington Beach, CA 92647. (714-847-2551) ext. 1407 or email request to HR@ovsd.org.*
- *Live Scan appointment required at certain locations. Photo ID (Driver's License) required.*