

Volunteer Sign Up Procedure

1. Volunteer fills out Google Form
2. The volunteer will receive information via email on how to complete the following
 - **Background Check (Fingerprints)**
 - The volunteer will schedule an appointment and get fingerprinted at their convenience
 - **Child Abuse and Neglect System Clearance**
 - The volunteer fills out CANS Form-B and returns it along with a copy of a State ID to volunteer@sjpsb.org , or they can drop it off at the school board office.
3. Background Check and CANS results are automatically sent to HR personnel after the above steps are completed.
4. HR personnel reviews the results and determine if the applicant is cleared to volunteer
5. The volunteers clearance status is added to the [Volunteer Tracker](#)
6. The volunteer is notified of their clearance and may begin volunteering

FAQs

How long is clearance good for?

Volunteer clearance must be renewed every school year. (Example: clearance for the 2025-2026 school year expires for all volunteers on July 31, 2026. To volunteer during the 2026-2027 school the volunteer must complete all steps again to be granted clearance)

Do volunteers have to pay for the background check (fingerprints)?

No, volunteers will receive a coupon code that serves a payment for the background check.

How long does it take to get cleared to volunteer?

Please sign up to volunteer at least one week before school events to allow enough time for clearance.