

## **Interested in becoming an Alder Creek volunteer?**

Volunteers are an important part of Alder Creek's community and play a key role in supporting student success. When parents and community members give their time, they help create a stronger, safer, and more connected learning environment for all students. We encourage families and community members to get involved and make a positive difference. Please review the following guidelines for Visitors and Volunteers.

Volunteer applications must be submitted at least three weeks before a field trip or event - otherwise, the application may not be processed in time.

***As of February 12, 2026 the FCUSD Board eliminated Category 1 and 2 designations. All Volunteers visiting sites more than 4 times or 16 hours per year must be cleared through the ESC by completing our volunteer application, receive DOJ fingerprint clearance and show proof of TB clearance.***

The distinction between a school visitor and a school volunteer is based on the nature of their involvement, the length of time they are on campus, and the level of interaction they have with students. Visitors typically have brief, limited engagement, while volunteers take on a more active and ongoing role within the school community. Below are the key differences, along with our school's protocols for each.

| Visitors are someone who:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Volunteers are someone who:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <ul style="list-style-type: none"> <li>• <i>Assist in one time activities under direct supervision of a district certificated employee such as guest speaking, job-shadowing or chaperone dances.</i></li> <li>• <i>May attend school celebrations, assemblies, performances and parent groups held during the school day.</i></li> <li>• <i>May visit (4) times per year or (16) total hours per year.</i></li> <li>• <i>May not work with students in the classroom.</i></li> <li>• <i>May not chaperone field trips.</i></li> <li>• <i>(BP 1250 / AR1250: Visitor / Outsiders )</i></li> </ul> | <ul style="list-style-type: none"> <li>• <i>Has direct contact with students and may be the sole adult on a school field trip, in the classroom or other school-related activities on or off school grounds.</i></li> <li>• <i>Assists in the classroom or other school activities more than (4) times per year or (16) total hours per year.</i></li> <li>• <i>Serves as an overnight chaperone</i></li> <li>• <i>Volunteer coaches, regardless of number of hours served</i></li> <li>• <i>(BP 1240 / AR 1240: Volunteer Assistance)</i></li> </ul> |

### ***Ready to volunteer?***

Step 1: Complete Live Scan Fingerprinting

**Obtain an FCUSD-issued Live Scan form from Alder Creek or district office.** Once completed, take the form to a Live Scan fingerprinting location for your criminal background clearance. [Click here for a list of Live Scan locations.](#)

**Important: Live Scan fingerprinting is required even if you have already completed Live Scan for another school district.**

- The cost of Live Scan is **not covered by FCUSD.**

- If you have previously completed fingerprinting for **FCUSD**, you do **not** need to complete it again unless specifically instructed otherwise.

After Fingerprinting: Keep Your ATI Number

Once your fingerprinting is completed, the Live Scan center will provide you with an **ATI (Applicant Tracking Identifier) number**.

This number is very important because it allows you to track the status of your background check. Please keep your ATI number in a safe place.

You can check your status by entering:

- Your ATI Number
- Your Date of Birth

Click here to check your [\*\*Application Status with California DOJ\*\*](#)

### **Understanding Your Live Scan Status**

You will see one of two status updates:

#### **In Progress**

This means the DOJ is still processing your background check. No action is needed at this time—please continue to wait.

#### **Completed – Date**

This means your Live Scan results have been processed and sent to the requesting agency. At this point, you may contact your requesting agency for next steps.

#### **If No Results Appear**

If you enter your ATI number and Date of Birth and no results are found, this usually means your Live Scan provider did not successfully transmit your fingerprint submission.

In this case, you will need to contact your Live Scan service provider to confirm that:

- Your Live Scan was successfully transmitted

- Their system shows a **Completed** status

Step 2: Obtain a valid TB clearance

Submit documentation of a TB assessment / certificate completed within 4 years of applying to be a volunteer. Click here for [Free FCUSD TB Clinics](#)

Step 3: Complete volunteer application

[Complete the online Volunteer Application here.](#)

\* **Please Note:** For overnight field trips or chaperoning, volunteers must complete the mandated training provided by the California Department of Social Services. You can take the training on this website: **[Volunteers / Child Abuse Mandated Reporter Training](#)**

Step 4: Wait

Wait 2- 3 weeks for approval. Application approval varies from person to person. You will receive a confirmation or denial email from FCUSD once your application has been reviewed.

If you have any questions or issues, please contact Parent Coordinator, Shannon Guindin, at [sguindin@fcusd.org](mailto:sguindin@fcusd.org).