Rev. 05.2026

THE KING'S ACADEMY

PLEASE FOLLOW THE INSTRUCTIONS ON THIS FORM IF YOU ARE NEW TO TKA
OR
HAVE NEVER COMPLETED THE MANDATORY VOLUNTEER REQUIREMENTS.

Dear Volunteers,

The King's Academy recognizes that a volunteer's contribution of their time, talent, and resources are vital to the well-being of our school and students. In order to serve at class events and drive to TKA events each volunteer must complete the mandatory volunteer requirements. Thank you for investing your time in this process.

STEP ONE - VOLUNTEERING ON CAMPUS

If you plan to volunteer on campus for class events, public relation events, or working with students you are required to complete #1 and #2.

#1. Obtain DOJ/FBI fingerprint clearance (Live Scan). **SUBMIT ONE TIME ONLY**
Link to the instructions: Live Scan Instructions 2026 *(Please read)*
Link to the appointment website: Sheriff Office Appointments
or Verify Appointments
(TKA will cover the fees).
NOTE: Please submit your Live Scan document receipt.

#2. Completion of Tuberculosis Risk Assessment or Negative TB Test:
TB Risk Assessment Form or negative TB test is valid for four years.
NOTE: It is imperative you save the TB results document from your health provider.
SUBMIT EVERY FOUR YEARS

STEP TWO - VOLUNTEERING TO DRIVE STUDENTS OTHER THAN YOUR OWN

If you plan to drive students to events such as VPA, Field trips, retreats, service trips, clubs, or athletic events, you are also required to complete #3, #4, #5 and #6.

#3 A color copy of your current California Driver License (both sides). **SUBMIT ANNUALLY**

#4 A copy of your auto insurance policy declaration page showing the amount of liability coverage. **SUBMIT ANNUALLY**

#5 A copy of your DMV driver's record. Link to form: Drivers Record Request
(You must pay a $2 fee). **SUBMIT ONE TIME ONLY**

#6 DMV Driver Record Form #1101. This program will notify TKA of any actions taken against your California Driver's License. Link to form: DMV #1101 Form **SUBMIT ONE TIME ONLY**

STEP THREE - COMPLETE THE GOOGLE FORM

Please have hard copies of the required documents (Items 1-6 above) SCANNED before attempting to complete the Google form below:

Link to Google Form: 2026-2027 Google Form