

Thank you for your willingness to volunteer at OCS!

Summary; All OCS volunteers need:

- LiveScan (see below – Ms. Debbie, our HR rep, will receive the report in 1-2 weeks after your submission) **This LiveScan will last your entire time at OCS!**
- TB test (link below if needed) **These TB test results will be good for 4 years!**
- Sign a Volunteer Commitment Form
- Sign in at the front office and get a daily volunteer badge sticker the day you volunteer

STEP 1: Make sure OCS has your LiveScan on file:

[Please click here for the LiveScan application](#)

Please note: Livescan clearance is a formal criminal background investigation check through the Department of Justice. This check is done to keep our students as safe as possible. Please note that by doing the livescan process, you are sharing your criminal background information with OCS. Volunteers will be asked to complete the school's volunteer LiveScan form in order to have a fingerprint background check completed and reported to the school. The report returned to the school will show the criminal history of the individual, including arrest history, and misdemeanor & felony convictions. Subsequent arrest notifications will continue to be transmitted to the school as they occur. The school will use the most recently reported information to determine an individual's eligibility to volunteer. For more information about fingerprint background checks, please visit the state's website here <https://oag.ca.gov/fingerprints>. Please note: it typically takes 1-2 weeks for a livescan to clear.

You can get your Live Scan done at a UPS Store, most Mail n' More type businesses, or for a higher fee; your local Police Station. You can also do a Google search of "live scan locations near me".

STEP 2: Submit TB test results (must not be taken more than 60 days ago) to Ms. Debbie (msdebbie@oceancs.org) or Ms. Angela (msangela@oceancs.org).

You can get your TB test easily here: https://www.cvs.com/minuteclinic/clinic-locator/ca/marinadelrey/8871.html?WT.mc_id=LS_mc_google_carenav_8871

STEP 3: Sign a [Volunteer Commitment Form](#)

STEP 4: The day you plan to volunteer...

- When you arrive on campus, check in to the front office to receive a clearance badge and sign in on the Volunteer Sign-In Sheet binder.

The office staff will double-check that you have completed steps 1-4, and will give you a volunteer clearance badge sticker to wear for the day.

Additional Information for Field Trips

If you are planning on being a chaperone and/or parent driver for field trips, please complete steps 1-4, and submit the following documents to your student's teacher or the assigned class rep. Once all documents are collected, they will be given to Mrs. Lavender to double check.

IF PARENTS ARE ATTENDING/DRIVING, EACH ADULT WILL NEED:

- ✓ CHAPERONE AGREEMENT
- ✓ LIVE SCAN CLEARANCE FOR OCS
- ✓ TB TEST RESULTS
- ✓ VOLUNTEER AGREEMENT

EACH DRIVER MUST SUBMIT:

- ✓ STUDENT TRANSPORTATION POLICY
- ✓ PARENT DRIVER PLAN
- ✓ CLEAN DRIVER RECORD DMV PRINT OUT
- ✓ COPY OF VALID DRIVERS LICENSE
- ✓ COPY OF INSURANCE POLICY:

Must show driver's name,

Must show policy effective and expiration dates,

Must show driver has at least the minimum liability coverage of:

\$100,000 bodily injury per person

\$300,000 bodily injury per occurrence

\$100,000 property damage per occurrence

[Please click here for the chaperone agreement.](#)

[Please click here for the student transportation policy.](#)

[Please click here for the parent driver plan document.](#)

You can get your DMV record here (immediate print or screen shots needed):

<https://www.dmv.ca.gov/portal/customer-service/request-vehicle-or-driver-records/online-driver-record-request/>