

## HARLOE PTO VOLUNTEER CHECKLIST

- ☐ Read the [Volunteer Expectations and Guidelines](#)
- ☐ Complete the [Volunteer Data Sheet](#)
- **Please have the following documents readily available when completing the Volunteer Data form online:**
  - Copy of a valid Tuberculosis Test (TB test) - **optional** to upload
  - Copy of valid COVID-19 vaccination - **optional** to upload
  - Copy of valid CA Driver's License - **for volunteer drivers only**
  - Copy of valid Vehicle Insurance Policy of Personal Vehicle - **for volunteer drivers only**
  - Copy of valid Peace Officer identification - **optional** for peace officers only
- ☐ Complete a TB Test every 4 years (Tuberculosis Test)
  - Each year, Student Services provides two screening dates, generally once in the beginning of the year and one mid-year. These are provided at no cost to you. However, if you need to have a T.B. screening or skin test done outside the dates scheduled, you can have a T.B. clearance or test done at MedPlus, Dignity Health, CHC, your personal physician, or the county health department. Most outside agencies charge approximately \$20.00 to \$40.00 for a T.B. screening.
- ☐ Make a [Fingerprinting Appointment](#)

**Fingerprinting is \$74.00 (Last year cost)** *(depending on application could vary up to \$81)*

- Walk-ins are not available. Due to the volume of calls received, all appointments must be made online.
- Fingerprinting for Lucia Mar is processed by the Department of Justice and FBI,
- Generally, processing time for fingerprints to clear is 3-5 business days. However, if someone has a prior conviction on his/her record, it may take up to 30 days or longer. All volunteers in any capacity must have all the prerequisites completed and on file with the Human Resources Office.
- Volunteers who have a felony conviction will not be eligible to serve as a volunteer. Volunteers who are currently on formal or informal probation will not be eligible to serve as a volunteer until the probationary period has been completed. Parents and/or guardians are not prohibited from being active in their children(s) education; however, they may be limited in volunteer capacities due to prior convictions and/or probationary periods.

**LMUSD OFFICE IS LOCATED AT 602 ORCHARD ST, ARROYO GRANDE, CA 93420**

### **HUMAN RESOURCES PROCEDURES WHEN VISITING THE OFFICE FOR FINGERPRINTING**

- Please do not arrive earlier than 10 minutes than your scheduled appointment time. We cannot accommodate walk-in appointments.
- Please report to your appointment with your Identification Card and the QR Code/Payment ID.

**Please be advised that we cannot accommodate extra guests with you to your appointment in the Human Resources Department. Only you will be allowed to enter the building for your appointment. In addition, there are no public restrooms within the Human Resources Department.**

**[Visit the Lucia Mar Volunteers and Fingerprinting webpage for more information](#)**