



## VOLUNTEER APPLICATION PROCESS

Thank you for your interest in becoming a Samohi volunteer. Please follow the application steps below:

- Download the 'Volunteer Application Form.'
- Determine your volunteer level – **I, II, or II-D (Driver)** – see page 4 of the application form for a full description of each level.
- Complete the form – be sure to include your email address and name of group you will be volunteering for at the top of the first page of the application form.
- Take your completed form, including the tuberculosis (TB) clearance questionnaire, to the Nurse's office located in the Administration Building (AD203). Nurse office hours for volunteers are Mondays, Wednesdays and Fridays from 8:00 am to 3:00 pm. The nurse will review and when complete, will provide you with a Certificate of Completion.
- Take all completed paperwork, including Certificate of Completion, to the Records Office located in the Administration Building (AD500) for administrator approval.  

**<Level I volunteer process stops here.>**
- For **Level II-D volunteers only** – please complete the 'Volunteer Driver Registration Form.' Bring the completed form, a current auto insurance declaration page (showing your coverage meets the District's requirements), and a photocopy of your Driver's License along with your completed volunteer application form to the Records office and leave for administrator approval. ***This step, in its entirety, must be completed by all prospective volunteer drivers and annually for all previously approved volunteer drivers.***
- **Level II and II-D volunteers** – When your application has received administrator approval, you will be notified to pick up your paperwork from Records and take with you to the District for fingerprinting. Please contact Ms. Christine Garrett at 310-450-8338 x70274 to set up an appointment to be fingerprinted. No walk-ins please.
- Volunteers will be notified via email when their fingerprints have cleared, signifying they have been approved as a Samohi volunteer.
- **For volunteers who will be regularly on campus during school hours only** – once you have been notified as an approved volunteer, you may come to AD500 to have a photo taken and ID badge printed. Hours for IDs are 7:30 am to 3 pm, Monday – Friday.