

Volunteer Checklist

Return the following items to the John Still K-8 West Office

- Complete and return the *SCUSD Volunteer Registration Form* and *SCUSD Volunteer Code of Conduct*. Both forms can be found in the SCUSD Volunteer Packet found on the John Still K-8 website or picked up as a paper packet at the John Still K-8 office. Both forms must be completed each school year. Once submitted, the forms will be given to the John Still K-8 Principal for approval.
- Provide proof of TB clearance. Proof must be dated within the last 60 days and be updated every 4 years.
- Complete SCUSD Volunteer Training and turn in Certificate of Completion. Training is available at: <https://mandatedreporter.ca.com/training/school-personnel>

Complete the following item online

- Submit your COVID Vaccine status and/or Weekly Testing Form to SCUSD at https://app.informedk12.com/link_campaigns/covid-19-vaccination-record-submission-form-scusd-volunteers-1-0?token=z4TP8VUd682K8YMY28Van7Db

****The California Department of Public Health (CDPH) issued a new [public health order](#) effective August 12, 2021 requiring all school staff and volunteers to either show proof of full vaccination or be COVID-19 tested at least once per week. To collectively reduce the impact and spread of COVID-19 in our schools and community and to comply with the public health order. If you are not vaccinated or decline to state, you will be reminded to test and report weekly by email.***

Live Scan Fingerprint Process

- Complete Live Scan Fingerprint process. Please call the SCUSD Fingerprint Office at (916) 643-7401 to schedule your fingerprint appointment. Bring the Criminal Background Check (found in the SCUSD Volunteer Packet) form with you to the appointment. The Fingerprint Office is located at the Serna Center (5735 47th Avenue, Sacramento, CA 95824)

Appointment Date: _____ Time: _____

*****If you plan to complete the Live Scan Fingerprint process at another location please request the necessary forms at the John Still K-8 office. *****

Questions about the process please contact:

John Still K-8 Office (916) 395-4625 or (916) 395-5335