CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, CA

Dear Volunteer Applicant:

Thank you for your interest in becoming a volunteer with Capistrano Unified School District. We encourage parents and community members to get involved with their schools. Your participation enhances the instructional program and motivates and encourages students.

Definition of a Volunteer:

A volunteer is a parent, community member or other adult who assists at a school site or program on a regular or semi-regular basis before, during, or after school hours.

Tier I Volunteers - student contact volunteer. Examples: coach, tutor, or mentor (inside or outside the classroom), or other unsupervised school setting; chaperone of overnight school sponsored trips; driver of students.

Steps to becoming a Tier I volunteer:

1. Go to District's website https://capousd-ca.schoolloop.com/ ; under **Navigate Site**; click **Volunteers**

2. Download, complete, and print a Request for Livescan form.

3. Take two (2) copies of the Request for Livescan form to any DOJ-approved Livescan company with photo I.D. and payment (see forms of payment below)

4. After two weeks, call your school office to see if your fingerprints have cleared.

5. If fingerprints have cleared, you may report to the school site to volunteer.

Requirements of Tier I Volunteers:

- Fingerprint Clearance.

- Wear site issued identification badge whenever you volunteer.

- Acknowledgement of Volunteer Handbook .

- Sign-in at front office when volunteering at a school site.

Tier I volunteers must complete CUSD process including both DOJ and FBI fingerprints. Please use the link below to find an Orange County location nearby.

https://oag.ca.gov/fingerprints/locations?county=Orange