



MMS VOLUNTEER INSTRUCTIONS/CHECKLIST

1. Determine who your school or District sponsor is and identify your [Volunteer Category \(A,B,C,D\)](#).
2. Complete and sign SDUSD School Volunteer Application Packet: [English](#) | [Español](#)
3. Provide a copy of your current Driver's License or ID card. **All volunteers must attach a form of identity to their Volunteer Packet.**
4. Category C & D Volunteers **MUST** obtain [DOJ & FBI Fingerprint clearance](#). **After your REQUEST TO CONDUCT VOLUNTEER SCREENING has been approved and signed by Principal Olds, you will be provided with the REQUEST FOR LIVESCAN SERVICE form and instructions on how to proceed.**
5. Submit all paperwork and supporting documents via [MMS Volunteer Application Document Submission Form](#). **The volunteer coordinator at the school site will process your application and submit your documents to the District to conduct the appropriate screening and/or background check.**

***Please note, partial and/or incomplete applications will not be accepted. You will be notified via email once your application has been approved.**

Tuberculosis testing: The San Diego Unified School District requires that all persons who work with children be tested and found to be free of tuberculosis. District policy requires that all new and returning volunteers have a current volunteer application and proof of a negative TB test on file with the school. TB tests may be obtained from a private physician or the County Health Department. **Volunteer applications must be completed each year. TB tests are valid for four (4) years.**

ONCE YOU HAVE BEEN APPROVED TO VOLUNTEER, PLEASE REMEMBER THE FOLLOWING:

1. When volunteering on campus, sign-in at the Main Office.
2. When volunteering after school hours, check-in with your group's sponsor or activity coordinator.
 - a. Sponsors/activity coordinators should maintain [sign-up sheets](#) for after school events in case of an emergency, need for contact tracing, etc.
3. Always wear a volunteer badge when volunteering.