

# 24-25 SEMILLA INTERN REQUIREMENTS

## Overview:

If you are currently enrolled in CCAS100XP with Professor Martinez and have been assigned to complete 30 hours within our organization, SEMILLA, please read this document thoroughly. **You must complete all these requirements ASAP to begin fulfilling your hours.**

## Requirements:

If you plan to attend our in-person site visits or interact with students during field trips, the following steps must be completed before you begin volunteer service. You can complete the requirements in ANY order.

Step 1	Step 2	Step 3	Step 4	Step
UCLA Volunteer Application form	UCLA Volunteer Assignment form	SEMILLA Intern & Youth Safety Training	Submit TB Test Clearance	Submit Live Scan Clearance

### 1. UCLA Volunteer Application form

- Complete the UCLA Volunteer Application on [DocuSign](#).

### 2. Volunteer Assignment form

- After completing the first form, email the SEMILLA Project Coordinator Adriana Hernandez ([ahernandez@cpo.ucla.edu](mailto:ahernandez@cpo.ucla.edu)) to obtain the Volunteer Assignment Form. You will receive this via email.
- Complete the Volunteer Assignment form on DocuSign.

### 3. [Intern Training & Youth Safety Training \(YST\)](#)

- Sign up for Volunteer & Youth Safety Training [here](#)
- Feel free to review the [Intern Training](#) slides beforehand so you can see how you will be claiming your 30 hours

### 4. TB Test

- Send a negative T-Spot/TB Test taken within the last 5 years to ([adecenzo@cpo.ucla.edu](mailto:adecenzo@cpo.ucla.edu)), ([volunteer@cpo.ucla.edu](mailto:volunteer@cpo.ucla.edu)), and ([ahernandez@cpo.ucla.edu](mailto:ahernandez@cpo.ucla.edu))
- Include your name, the date administered, Project SEMILLA, and your UID in the body of the email.

### 5. Live Scan

- Schedule a Fingerprinting/Live Scan appointment with UCPD via their [online booking tool](#).
- Submit a [request](#) to obtain the documents required (LiveScan Request Form and issued check from CPO) for your appointment. **MAKE SURE TO COMPLETE THIS STEP. THEY WILL PROVIDE YOU WITH A CHECK TO PAY FOR THE LIVE SCAN.**
- Make sure to bring the following items with you to your live scan appointment:
  - Valid ID
  - LiveScan Request Form
  - Issued a check from CPO

**Our Project Coordinator, Adriana Hernandez ([ahernandez@cpo.ucla.edu](mailto:ahernandez@cpo.ucla.edu)), will keep track of your requirements and will let you know once you are cleared to begin volunteering with SEMILLA.**

- Track your Intern Requirements [here](#)
- Your professor gave you a timesheet, once you are done with the 30 hours email it to me so I can sign it for you.

**SEMILLA SITE VISITS**

<b>SEMILLA SITE VISITS</b>			
<b>Site</b>	Lynwood HS	Katella HS	Animo Ralph Bunche CHS
<b>Address</b>	12124 Bullis Rd, Lynwood, CA	2200 E Wagner Ave, Anaheim, CA	1655 E 27th St, Los Angeles, CA
<b>Sites begin</b>	October 8, 2024	October 11, 2024	November 8, 2024
<b>Sites end</b>	December 3, 2024	December 6, 2024	December 6, 2024
<b>Day of the week</b>	Fridays	Fridays	Fridays
<b>Program time</b>	3:30 - 5:30 pm	3:30 - 5:30 pm	3:40 - 5:40 pm
<b>Must be available (travel time)</b>	2 - 7:00 pm	1 - 7:30 pm	2:15 - 7:00 pm