

Volunteering at Design Tech High School

Thank you for your interest in volunteering to work with students at Design Tech High School! As a public school, we have several clearance documents that we need completed before you can volunteer in roles where you will be alone with students. Not all volunteer positions require clearance, but most do, so please see below for roles and requirements. *These requirements help ensure safety for students and you, our amazing and generous volunteers.*

All Volunteers/Intersession Instructors who will be working with students:

Turn in copies of all the following documents to the front office or scan and email them to info@dttechhs.org.

- ❑ **LiveScan (Fingerprinting)**. **CLICK ON THAT LINK, PRINT THE FORM AND BRING IT WITH YOU WHEN YOU GO TO DO THE FINGERPRINTING.** LiveScan fingerprinting allows the Director at d.tech to view a background check of your record provided by the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI).
 - ❑ Your LiveScan only needs to be completed 1 time and is good for the entire time your child/ren is/are at d.tech. The cost is about \$50-\$70, depending on the location you visit. We realize it is an expense, but it is a one-time cost for the entire time your family is at d.tech.
 - ❑ Once you have completed your scan, please bring or email a copy of your completed LiveScan Fingerprint form to info@dttechhs.org.
 - ❑ LiveScan service can be completed at various UPS stores, San Mateo County Office of Education, and some Police Departments. The cost is approximately \$50-\$70. Volunteers and Intersession Instructors are expected to cover their own background check costs. *If this is cost-prohibitive for you, please contact Hanan Holloway at d.tech to see if there is anything we can do to help.*
- ❑ **TB Clearance.** All volunteers with regular, weekly contact with students must submit a clear TB test OR a [TB Risk Assessment Questionnaire](#) signed by a Healthcare provider. TB Clearance or Assessment Questionnaire needs to be renewed every 4 years.

Drivers - Volunteers who will be driving students must also submit the following:

Turn in copies of all the following documents to the front desk or scan and email them to info@dttechhs.org.

- ☐ Copy of current driver's license
- ☐ Copy of current car insurance policy (these typically expire every 6 months, so please update us with a copy of your current insurance card) - be sure to send the **Declarations page**, which has all the details about your coverage
- ☐ Signed copy of [d.tech's Driver's policy](#)