

# Adelanto Elementary School District

## VOLUNTEER APPLICATION PROCESS

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**ALL** individuals interested in volunteering in the Adelanto Elementary School District, in any capacity, must complete a volunteer application and be approved by the Board of Trustees. Returning volunteers must re-apply each school year.

STEP

1

**Complete** the Volunteer Application online at:

<https://apps.raptortech.com/Apply/MjgzOmVuLVVT>

Before you begin your application, scan and save a copy of your TB test results to your computer or smart phone, so you can upload it to your application.

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STEP

2

**Schedule** and **Attend** Volunteer Orientation at the School Site. All Volunteers must attend a Volunteer Orientation annually.

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STEP

3

**NEW VOLUNTEERS (NON-EMPLOYEES):** You will be contacted by the Human Resources Department to schedule an appointment for Fingerprinting. All applicants must provide acceptable identification per the Department of Justice requirements.

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STEP

4

Human Resources Clearance & Board Approval

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## **Frequently Asked Questions (FAQs)**

### **What if I don't have a current TB Test?**

If you currently don't have a TB test, please get one done with your clinic. Or you may obtain one at (Please call the clinics for more information):

- Adelanto Community Health Center (Adelanto), 800-722-4777 (\$20, need appointment)
- Roger Moushabek (Victorville), 760-952-1222 (\$18, no appointment needed)
- Clinica Mi Pueblo (Victorville), 760-955-9300 (\$15, no appointment needed)

### **What if I am not able to scan my TB Test Results and upload it to my application?**

Computers are available at the District Office for your use, or you can submit your application without the TB Test Results attached. If you are unable to attach the document to your application you can bring copy of your results to your fingerprint appointment or submit it directly to the District Volunteer Coordinator.

Did you know you can use your smartphone as a scanner? Please visit the District's volunteer page at <http://www.aesd.net/Content2/volunteer> for information on how to use your smartphone as a scanner or email us at [volunteers@aesd.net](mailto:volunteers@aesd.net)

### **What if I don't have a Driver License or Identification Card?**

There are different ways to verify your identity in order complete the background check. Please see the "Fingerprinting – Acceptable Identification" documents on the District's Volunteer at <http://www.aesd.net/Content2/volunteer> or email us at [volunteers@aesd.net](mailto:volunteers@aesd.net). Be sure to ask about acceptable identification when you are contacted to schedule your fingerprint appointment.

### **If I want to volunteer at more than one school site, do I have to attend a Volunteer Training at each site?**

We recommend that you attend the Volunteer Orientation at each site, so you can learn about policies and procedures that may be specific to each school site; however, you are only required to attend orientation at one of the school sites to satisfy this requirement. If you have any questions about school policies and procedures, please speak with the Principal.

### **I am a returning volunteer, do I have to be fingerprinted again, and get another TB Test?**

Returning volunteers do not have to be fingerprinted again unless it has been more than a year since you last volunteered in the District. TB Test Results are valid for 4 years, so you would only need to get the test done once every 4 years. Each year, all volunteers must submit a new application, attend volunteer orientation and be approved by the Board of Trustees?

### **How long does it take to be cleared to volunteer?**

Board meetings are held twice a month, the minimum amount of time to be cleared to volunteer would be 4 – 6 weeks for a new volunteer or 2 – 4 weeks for a returning volunteer, depending on our Board Meeting schedule. With the new online volunteer application, we are hoping to see the amount of time to clear a volunteer reduced.

**If you have any questions regarding the volunteer application or process, please email us at: [volunteers@aesd.net](mailto:volunteers@aesd.net)**