

Loma Linda Academy

Volunteer Frequently Asked Questions

- ❖ Who needs clearances?
 - Volunteers who interact with students, assist teachers in a classroom, assist with one-time events, accompany students on daily or overnight field trips, and plans to drive must obtain clearance.

- ❖ How do I receive clearance?
 - There are two types of volunteers needed: Field Trip and Extended volunteers. Each type of volunteer requires the following forms and documents to be completed for clearance:
 - **Field Trip: *Basic/Drivers – Renewable every two years.***
 - School Volunteer Commitment Form
 - Background Check – **NEW!** Online registration required with Verified Volunteers. An online training session is required (Note – Training can take up to one hour).
 - Vehicle Transportation Information Form
 - ◆ Attach Copy of Current Auto Insurance Coverage
 - ◆ Attach Copy of Current Driver’s License

 - **Extended: *Overnight/Drivers***
 - School Volunteer Commitment Form – renewable every two years.
 - Background Check – **NEW!** Online registration required with Verified Volunteers every two years. An online training session is required (Note – Training can take up to one hour).
 - Vehicle Transportation Information Form – renewable every two years.
 - ◆ Attach Copy of Current Auto Insurance Coverage
 - ◆ Attach Copy of Current Driver’s License
 - Live Scan Form – (One-time) copy of Live Scan receipt is required. Live Scan locations available on LLA website.
 - Volunteer Services – complete top portion of the form for every overnight trip.
 - Tuberculosis (TB) Screening Assessment Questionnaire – required every four years.
 - TB Test Form – required only if you answered “Yes” to any question on the TB Assessment Form every four years.

- ❖ How do I register with Verified Volunteers for the Background Check?
 - Volunteers must register at www.ncsrisk.org/adventist. New users need to create an account as a first-time registrant and follow the online instructions. You will need to know the following to create your account:

Select the State in which your Conference, Program, or University is located: **CA – California**

Select your Conference, Program, or University: **Southeastern California Conference**

- ❖ How much does it cost, and how do I pay?
 - Submit the required school forms along with an \$18 payment to the division receptionist (Elementary, Junior High, or High School) to complete the registration process. Make checks payable to Loma Linda Academy (LLA).

- ❖ How long does it take to receive clearance to volunteer?
 - Clearance can take up to **two weeks**. You must complete your online background check; submit the required school forms, and your payment prior to any field trip or school activity you plan to attend. The school office will receive notification once you are eligible to volunteer.

Thank You for volunteering at Loma Linda Academy!

The Office of Education, Southeastern California Conference of Seventh-day Adventists, believes it is imperative that those working with children have meaningful guidelines for conduct in order to protect both themselves and those under their care. We want others to feel comfortable and confident with your involvement with our students as a school volunteer.

School Volunteer Commitment

I recognize that working with children and youth is not only a privilege, but also a serious responsibility that must be approached with utmost care.

Therefore:

I will . . . cooperate with the school by being a volunteer who is caring, kind, firm, and always thoroughly professional.

I will . . . model Christian behavior and language.

I will . . . respect the privacy and honor the confidentiality of students, families and staff.

I will . . . provide appropriate supervision at all times, never leaving unattended a student or group of students for whom I am responsible.

I will . . . affirm student's behavior with appropriate comments.

I will . . . follow the discipline guidelines given to volunteers, abstaining from corporal punishment and from any form of physical or verbal abuse or harassment.

I will . . . avoid all situations where I would be alone with one student.

I will . . . use responsible judgment if any physical contact is appropriate or necessary.

I will . . . always assist students in a room or area where I am easily visible to others.

I will . . . cooperate with the volunteer screening process as required by the school.

I, the undersigned, have read this document and agree to abide by the School Volunteer Commitment outlined above. I will be given a copy of this document and keep it for reference.

As a volunteer I understand that there is no payment and no employment relationship.

School – Loma Linda Academy ~ E ____ JH ____ HS ____

Name _____ Cell Phone _____

Student Name _____ Student Name _____

Student Name _____ Student Name _____

Signature _____ Date _____

LOMA LINDA ACADEMY

VEHICLE TRANSPORTATION INFORMATION – VOLUNTEER CARS

Today's Date _____

Driver's Name _____ (*must be at least 21 years of age*).

Driver's Phone No. _____

CA Driver's License No. _____

Auto Make _____ Model _____ Year _____

Registration No. (License Plate) _____

No. of Passenger Seat Belts _____ (*Children must be secured by either a federally approved child passenger restraint system or a safety belt depending on their height and age. Go to www.dmv.ca.gov to view the current CA Driver Handbook – Occupant Protection requirements*).

Insurance Company _____

Policy No. _____ Phone No. _____

Coverage Must Include:

\$15,000/\$30,000/\$5,000	California Minimum Requirement
\$100,000/\$300,000/\$50,000	Recommended
\$250,000/\$500,000/\$50,000	Strongly Recommended

Insurance effective dates from _____ to _____

(*Attach copy of current coverage*)

Emergency Contact Name _____

Relationship _____ Phone No. _____

The above information is true and correct. I understand that as a parent driver it is my responsibility to maintain insurance coverage and a valid driver's license throughout the school year. If there is any change in my insurance coverage or driving status, I will update this information with Loma Linda Academy.

Signature

Date