

# Orangewood Academy

## Volunteer

### Frequently Asked Questions & Clearance Process

- ❖ 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 – Online registration required with Sterling Volunteers. An online training session is required (Note – training can take up to one hour).
      - Vehicle Transportation Information Form
        - Submit Current Auto Insurance Coverage and Driver’s License (must submit originals)
  
    - **Extended: Overnight/Drivers**
      - School Volunteer Commitment Form – renewable every two years.
      - Background Check – Online registration required with Sterling 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.
        - Submit Current Auto Insurance Coverage and Driver’s License (must submit originals).
  
      - Live Scan Form – (One-time) copy of Live Scan receipt is required. Live Scan locations available on Orangewood website.
      - 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 Sterling Volunteers for the Background Check?
  - Volunteers must register at [www.ncsrisk.org/adventist](http://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 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 Orangewood Academy!**

**Step 1:** Go to [www.ncsrisk.org/adventist](http://www.ncsrisk.org/adventist) and click on the first-time registrant button

**Step 2:** Select the state where your program is located and then select the conference.

CA – California and Southeastern California Conference

**Step 3:** Create a user ID and a password you can easily remember. It's recommended to use your email address for your user name.



Please create a user id and password that you will use to access your account

Common names like Mary and John are not good choices as they are most likely already in use.  
Common abbreviations like 'jsmith' and 'jones' are also likely to already be in use.  
We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID:

Create a Password:

Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long.  
Your password must be at least 8 characters long.  
[Important note about selecting passwords](#)

Already have an account?

**Step 4:** Please provide the information requested on the screen. (Note: Do not click the back button or your registration will be lost).

**Step 5:** Select your primary location where you work or volunteer and click continue. If you work or volunteer in another location, please select 'Yes' and then select the location. Orangewood Academy



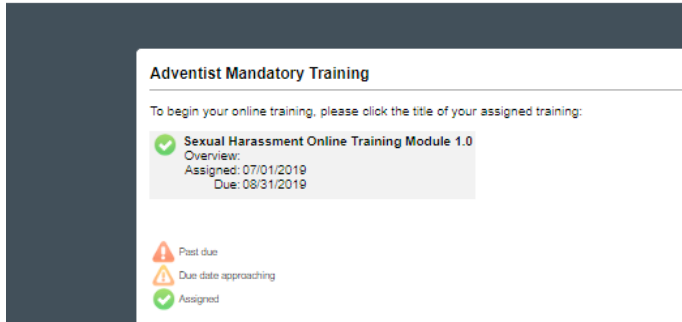
Please select the primary location where you work or volunteer.

Location:

If you are associated with multiple locations, please choose the primary (work) location first.  
Then click the continue button to select additional locations such as those where you volunteer

**Step 6:** Select your role(s) within the organization (multiple may be selected). Ex: Driver or Coach (Volunteer)

**Step 7:** Click on the green circle to begin the online training. Upon completion, the last screen will allow you to print a certificate.

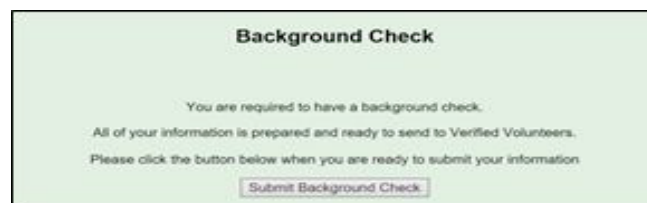


**Additional Details:**

Once the online training and the submission of your background check is completed, you can [login to your account](#) and click on 'My Report' to view your online training, retrieve a certificate, and view your background check completion date. You can also access 'Update My Account' to update your personal information.

**Step 8:** Please read the instructions regarding the details of the online training and then proceed. Select 'Click Here' to begin the online training (Note: Training can take up to one hour)

**Step 9:** Upon completion of your online training, you will be instructed to complete your background check. Please complete the steps within the background check process.



For further assistance, volunteers can call 855-326-1860, option 3. Or email [AdventistSupport@sterlingvolunteers.com](mailto:AdventistSupport@sterlingvolunteers.com). Support Team are open between 8:00AM – 8:00PM (EST), Mondays – Fridays.

*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 – Orangewood Academy ~ Elem. (K-8) \_\_\_ HS (9-12) \_\_\_ All \_\_\_ Coach \_\_\_ Other \_\_\_

Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Student Name \_\_\_\_\_ Student Name \_\_\_\_\_

Student Name \_\_\_\_\_ Student Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# ORANGEWOOD ACADEMY

## VEHICLE TRANSPORTATION INFORMATION – VOLUNTEER CARS

Today's Date \_\_\_\_\_

Driver's Name \_\_\_\_\_ (must be at least 25 years of age).

Driver's Phone No. \_\_\_\_\_

CA Driver's License No. \_\_\_\_\_

Auto Make (1) \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

Registration No. (License Plate) \_\_\_\_\_

Auto Make (2) \_\_\_\_\_ 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](http://www.dmv.ca.gov) to view the current CA Driver Handbook – Occupant Protection requirements).

Insurance Company \_\_\_\_\_

Policy No. \_\_\_\_\_ Phone No. \_\_\_\_\_

Coverage Must Include: (Please check the box that applies to you.)

- |   |  |
|---|--|
| <input type="checkbox"/> \$15,000/\$30,000/\$5,000    | <b><u>California Minimum Requirement</u></b> |
| <input type="checkbox"/> \$100,000/\$300,000/\$50,000 | Recommended                                  |
| <input type="checkbox"/> \$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 Oranewood Academy.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date