

Orangewood Academy

Volunteer Instructions 2023-2024

Thank you for your desire to volunteer on our campus! We appreciate the many ways individuals support our campus with their time and talents!

One of our top priorities is student safety and we have a comprehensive volunteer clearance policy to ensure student safety. **This policy is developed by the [Southeastern California Conference Office of Education](#) and is based on California state laws and the Pacific Union Education Code we abide by.**

This document outlines the categories of volunteers and steps required to be cleared to volunteer. You will fall into one of these categories and you must follow the steps in that category only. **We strongly urge you to do this ASAP because you may not be cleared for an event if you leave it until the last minute, *clearance can take up to two weeks.*** If you have any questions, please contact Mrs. Maggie Morales at mmorales@orangewoodacademy.com

Special Event Visitor

- Definition: Individuals who attend/assist with a couple special on-campus events (i.e. Class Christmas Party, Concert, Child's Birthday, Grandparents Day, Reindeer Run) and whose only interaction with the students is in the presence of an administrator or teacher.
- Requirements:
 - None.

Level 1: Basic Volunteers/Field Trip Chaperone/Field Trip Driver

- Definition: Volunteers who accompany students while on off-campus trips and are with students for no more than 32 hours in a school year.
- Requirements:
 - Register with Sterling Volunteers at <https://www.ncsrisk.org/adventist/> and go through process (every two years) which provides:
 - Signature of SECC Volunteer Commitment Form
 - Child Safety Training (30 minute video plus exam)
 - Background Check
 - If driving, MVR Check
 - For the Step-by-Step process of registering, please see the information at the end of this document.
 - If transporting students:

- Must also provide drivers license and insurance policy information to the school. (NOT insurance card)
- Complete form:
 - https://secceducation.org/wp-content/uploads/Transportation_Info_Volunteer_Cars.pdf

Level 2: Extended Volunteers/Overnight Trips

- Definition: Volunteers who have frequent or prolonged contact with students (More than 32 hours in the year). Examples include:
 - Anyone on an overnight school trip.
 - Coaches
 - Individuals who volunteer at the school on a weekly basis.
- Requirements:
 - Sign the SECC Volunteer Commitment
 - <https://secceducation.org/wp-content/uploads/SECC-Volunteer-Commitment-Form-fillable-8-23.pdf>
 - Complete Live Scan Background Check (NOTE: This only has to be done once. If you have already done this with the school in prior years, you can skip this step).
 - The following form needs to be taken to an authorized location and completed.
 - <https://secceducation.org/wp-content/uploads/Volunteer-Live-Scan-Form.pdf>
 - A list of Live Scan locations can be accessed here:
 - <https://www.oag.ca.gov/fingerprints/locations?county=Riverside&=Apply>
 - Complete a 2 hour volunteer training module for child safety and provide a certificate of completion to the school.
 - Required training accessed here:
 - <https://mandatedreporterca.com/training/volunteers>
 - Have on file with the school, a certificate showing that within the last four (4) years, the person has been examined and has been found to be free of communicable tuberculosis.
 - Form can be accessed here:
 - https://ctca.org/wp-content/uploads/TBCB-CA-School-Staff-Volunteer-TB-Risk-Assessment_updated-May-20203.pdf
 - If also want to be cleared to drive students:
 - Must request an MVR check through Sterling Volunteers.
 - <https://www.ncsrisk.org/adventist/>

- On role: Click “Driver Only” which will then take you through the process.
 - Must also provide drivers license and insurance policy information to the school. (NOT insurance card)
 - Complete form:
<https://seceducation.org/wp-content/uploads/Transportation Info Volunteer Cars.pdf>
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Sterling Volunteer Registration Process

1. Visit <https://www.ncsrisk.org/adventist/>
2. Click First Time Registrant
3. Choose State: California
4. Choose Conference: Southeastern California Conference
5. Have you previously registered with Adventist Screening Verification? No
6. Create User ID & Password and fill out requested information.
7. Select the Primary Location you work or volunteer: Choose your school from dropdown menu
8. Choose Kind of Volunteer
 - a. School Basic/Field Trip (Driver)
 - b. School Basic/Field Trip (Non-Driver)
 - c. School Driving Check Only (Only choose this if an Extended Volunteer who is doing Live Scan and other training but want to drive).
9. Choose any other locations you volunteer for (Only if volunteer at a church as well)
10. Volunteer Commitment Form
 - a. Click on the PDF logo and read form.
 - b. Then put your name and date to acknowledge.
11. At this point, you are registered with Sterling
12. Do Child Protection Training (Screenshot)
 - a. 30 Minute Video (Can pause and rewind but not fast forward - it will start up where left off if have to leave or there is a period of inactivity)
 - b. Answer 25 Questions to ensure knowledge.
13. Back on your account homepage, click on the left hand column “Training Report.”
 - a. This will take you through the entire process of receiving a background check and Motor Vehicle Record check (if a driver).