

**Maranatha Christian Schools**  
**LEVEL II VOLUNTEER APPLICATION**  
**Background Check and TB Test**  
*Please print your information legibly in black or blue ink*

NAME (full legal): \_\_\_\_\_ MAIDEN: \_\_\_\_\_

EMAIL: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: (H) \_\_\_\_\_ (C) \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ ALIAS: \_\_\_\_\_  
(Including maiden name)

ID TYPE & NO. \_\_\_\_\_ STATE: \_\_\_\_\_ EXP. \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_ MALE:  FEMALE:

STUDENT(S) ATTENDING MCS: \_\_\_\_\_  
(Student's First & Last Name)

Briefly describe the capacity in which you intend to volunteer with Maranatha Christian Schools (area, type of work, duration, frequency, etc.). Please refer to the Volunteer Opportunities Form and submit with your application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Under Penal Code 290.95 I am required to disclose to school officials if I am a registered sex offender. My failure to disclose this fact could result in my arrest, prosecution and likely fine and imprisonment. By placing my name below, I declare under penalty of perjury, that I am not a registered sex offender, and that I have not suffered convictions for sex or drug related offenses or for crimes of violence, and there are no criminal charges pending against me.

I hereby release Maranatha Christian Schools from liability for damage which may result from checking criminal background and references.

\_\_\_\_\_  
SIGNATURE (Authorizes Background Check) DATE

.....  
**(OFFICE USE ONLY)**

ID VERIFIED BY SCHOOL SITE REPRESENTATIVE: YES  NO

All Level II volunteers must have the following completed and on file with MCS.

- Completed Volunteer Application
- Signed Volunteer Code of Conduct
- Current TB test
- Any official government or state issued identification with photograph (i.e. driver's license, passport, visa, military ID, etc.)
- Volunteer ID badge
- Volunteer Opportunities Form
- Live Scan Background checks for State and National Felony, Misdemeanor, and Sex Offender related crimes. The cost to the volunteer ranges from \$75.00 - \$85.00 dollars. This does not include out of pocket expenses (mandatory county courthouse charges if required). Privacy laws prevent MCS from using background checks from other schools or organizations. If at some point you choose to stop working as a volunteer or leave the MCS community, please be sure to notify MCS in writing. The privacy laws require MCS to immediately notify the DOJ of any inactive volunteers. If you return to MCS this process will begin anew including all associated fees

\_\_\_\_\_  
PERSONNEL DATE

## MARANATHA CHRISTIAN SCHOOLS VOLUNTEER CODE OF CONDUCT

**"And whatever you do in word and deed, do all in the name of the Lord Jesus, giving thanks through Him to God the Father." Col 3:17**

### As a volunteer:

1. I understand that I need to have an MCS school official, staff member to report to or coordinate with on campus when volunteering and I will sign at the front office during office hours every time I volunteer. I do not have free access to the campus during school hours beyond the scope of work as an MCS volunteer and will not be issued keys.
2. I will wear a volunteer identification badge as required by the school.
3. I will dress neatly and modestly, remembering at all times my role as leader within the student body.
4. I will use only adult bathroom facilities while on campus.
5. I agree to never be alone with individual students without the authorization of teachers and/or school authorities.
6. I will exchange home directory information only with administrative approval and only if it is required as part of my role as a volunteer. I will not provide solicitors with directory information. I will not use the school directory for personal business.
7. I will maintain confidentiality outside of school and will share any concerns that I may have with appropriate teachers and school administrators only. (What I hear and observe about students, families, and staff while volunteering in the school is completely confidential. Repeating a seemingly harmless comment can lead to misunderstanding and hurt feelings. For schools to provide the best environment for learning, everyone's privacy must be respected. Any violation of confidentiality can result in the school requesting you to leave your position as a volunteer).
8. I agree to perform under the direction and supervision of school personnel/administration. I agree to know and follow school policies and procedures. The school in its discretion and without a statement of reasons may suspend any volunteer from further volunteer activities).
9. I agree to adhere to the school driving policies. I will not transport students other than my own family unless I have a current "Volunteer Driver Application Form" (Annual renewal required) on file at MCS.
10. I will not disclose, use or disseminate student, staff photographs or personal information.
11. In the event of a disagreement between parent volunteers, or any staff, I will use the principles of Matthew 18:15-17 and Philippians 2:1-4 as a guideline for settling the disagreement with everyone involved.
12. If I am expected to volunteer but cannot be present, I will arrange for a replacement from the teachers list of volunteers. If a replacement cannot be found, I will notify the student's teacher as soon as possible.
13. I understand and acknowledge that I am volunteering to support the staff and teachers. The teacher is responsible for maintaining student discipline and determining my role and duties as a volunteer. While on campus, if I have any concerns regarding another student(s) behavior or particular situation, I am to address them to the attention of the child's teacher or staff aide on the playground. It is not my duty as a parent volunteer to discipline or intervene directly with other students.
14. Under Penal Code 290.95 I am required to disclose to school officials if I am a registered sex offender. My failure to disclose this fact could result in my arrest, prosecution and likely fine and imprisonment. By placing my name below, I declare under penalty of perjury, that I am not a registered sex offender, and that I have not suffered convictions for sex or drug related offenses or for crimes of violence, and there are no criminal charges pending against me.

I agree to follow MCS Volunteer Code of Conduct at all times in my role as a Maranatha Christian Schools volunteer or cease volunteering immediately.

Name - Printed

Signature of Volunteer

Date



### REQUEST FOR LIVE SCAN SERVICE

#### Applicant Submission

**A9743**  
ORI (Code assigned by DOJ)

**Volunteer**  
Authorized Applicant Type

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

#### Contributing Agency Information:

**Maranatha Christian Schools**  
Agency Authorized to Receive Criminal Record Information

**11290**  
Mail Code (five-digit code assigned by DOJ)

**9050 Maranatha Drive**  
Street Address or P.O. Box

**Cherie Dorsey**  
Contact Name (mandatory for all school submissions)

**San Diego**                      **CA 92127**  
City                                      State    ZIP Code

**(858) 759-9737**  
Contact Telephone Number

#### Applicant Information:

Last Name

First Name                      Middle Initial                      Suffix

Other Name  
(AKA or Alias) Last

First                                      Suffix

Date of Birth                      Sex     Male     Female

Driver's License Number

Height                      Weight                      Eye Color                      Hair Color

Billing Number  
(Agency Billing Number)

Place of Birth (State or Country)                      Social Security Number

Misc Number  
(Other Identification Number)

Home Address Street Address or P.O. Box

City                                      State                      ZIP Code

Your Number: \_\_\_\_\_  
DCA Number (Agency Identifying Number)

Level of Service:     DOJ     FBI

If re-submission, list original ATI number:  
(Must provide proof of rejection)

Original ATI Number

#### Employer (Additional response for agencies specified by statute):

Employer Name

Mail Code (five digit code assigned by DOJ)

Street Address or P.O. Box

City                                      State                      ZIP Code

Telephone Number (optional)

#### Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency                      LSID

ATI Number                      Amount Collected/Billed

## VOLUNTEER INFORMATION SUMMARY FORM

***ALL Volunteers must have the new Level I or Level II Application on file***

- Level I:** Volunteer in classroom or on campus (direct supervision)
- ✓ Please complete Level I Volunteer Application (on website)
  - ✓ Megan's Law Clearance completed by MCS
  - ✓ Current TB Test on file
  - ✓ Copy of Picture ID: i.e. DL, Passport, Visa, or Military ID

- Level II:** Any *off* campus activities; Field Trips, **\*transporting students** to sporting events, etc. (Unsupervised Access). This is a onetime process...as long as your children are enrolled at MCS.
- ✓ Please complete Level II Volunteer Application (on website)
  - ✓ Current TB Test
  - ✓ Copy of Picture ID: i.e. DL, Passport, Visa, or Military ID
  - ✓ Live Scan Background Check
    - Must be MCS issued LiveScan. LiveScan completed for other companies cannot be accepted by MCS per DOJ.

- Please return completed application to the school Office.
- Once approved, you will be issued a volunteer badge.

**THANK YOU ☺**

**Special Note:** We absolutely do not want anyone to miss the opportunity of participating in school sponsored trips, events, etc.

**Please plan accordingly for processing, allow 2 weeks to receive Level I clearance; 3 weeks from "date of finger printing" for Level II.**

**Unfortunately, NO exceptions will be made to this policy**

**\*Transporting Students** - those interested in transporting students must also complete the Volunteer Driver Application Form for each new school year. Forms can be found on the website under *Parent Resources*. Completed forms must be submitted to the front office for processing.