



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: _____ Date of Birth: _____

Alias: _____ Place of Birth: _____

(Including maiden name)

ID Type & Number: _____ State: _____ Exp. _____

(Driver's license, Passport, Visa, Military ID, etc.)

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.).

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 (expires on: _____)
- Any official government or state issued identification with photograph (i.e. - driver's license, passport, visa, military ID, etc.)
- Volunteer ID badge
- Live Scan Background checks for State and National Felony, Misdemeanor, and Sex Offender related crimes. The cost to the volunteer ranges from \$75.00 to \$90.00 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 in 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 teacher's 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 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.

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

Keri Quinn
Contact Name (mandatory for all school submissions)

San Diego CA 92127
City State ZIP Code

8587599737
Contact Telephone Number

Applicant Information:

Last Name

First Name Middle Initial Suffix

Other Name: (AKA or Alias)

Last Name

First Name Suffix

Sex Male Female

Date of Birth

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

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

Applicant Signature

Date

Your Number: _____
OCA Number (Agency Identifying Number)

Level of Service: DOJ FBI
(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the 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

Street Address or P.O. Box Telephone Number (optional)

City State ZIP Code Mail Code (five digit code assigned by DOJ)

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 a current 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 under resources)
- ✓ Megan's Law Clearance (completed by MCS)
- ✓ Current TB test on file
- ✓ Copy of Picture ID: i.e.- Driver's license, Passport, Visa or Military ID

Level II: Volunteering in 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. However, TB tests expire every four years and do need to stay current.

- ✓ Please complete Level II Volunteer Application (on website under resources)
- ✓ Current TB test on file
- ✓ Copy of Picture ID: i.e.- Driver's license, 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 your completed application to the school office or email directly to keri.quinn@gomcs1.com. Once approved, you will be issued a volunteer badge.



We absolutely do not want anyone to miss the opportunity of participating in school sponsored trips, events, etc. Please plan accordingly for processing, allow **two weeks** to receive Level I clearance; **three weeks** from the "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.