



Volunteer Registration Pg. 2

VOLUNTEER COMMITMENTS AND POLICIES *(please check to indicate agreement)*

I hereby promise...

- If applicable, I will attend a volunteer training provided by Faith Network.
- I will follow school/classroom rules and behave appropriately as a role model when with students on or off school grounds.
- I will be free from the influence of alcohol or illegal drugs when with students on or off school grounds.
- I will never purposefully endanger the life or health of a student.
- I will be respectful and support and follow the teacher's instructions, rules and curriculum.
- I will perform only the duties described by Faith Network and my school site supervisor
- I will not be on school grounds outside of my volunteer times unless I arrange with the administration.
- I will inform Faith Network of any changes to my availability, contact information, or emergency contact.
- I will meet the time commitment required for a volunteer position.
- I will always work with student in a location that is supervised by school site personnel or in a group context with other volunteers and students.
- I give permission for any photographs or video of myself, obtained during volunteer activities, to be used in informational materials for Faith Network of the East Bay.

REFERENCE INFORMATION

Please list two references who can verify your work and/or volunteer experience (i.e. supervisor, religious official, etc.)

Name: _____
 Telephone: _____
 Relationship: _____
 Address: _____

Name: _____
 Telephone: _____
 Relationship: _____
 Address: _____

By signing below, I verify that the information provided is accurate and I agree to abide by the policies of Faith Network.

Signature: _____ Date: _____

OPTIONAL INFORMATION *(for record purposes only)*

Gender: Male Female Date of Birth (mm/dd/yyyy): _____
 Ethnicity: _____
 Employment Status: Employed Retired Student Other _____
 School/Employer: _____ Job Title: _____
 How did you learn about Faith Network of the East Bay? _____
 Church/Organization Affiliation (if any): _____



Volunteering with Faith Network

SCREENING REQUIREMENTS AND PROCEDURES

All volunteers who work directly with children must have a TB test and LiveScan fingerprint on file with Faith Network.

TB Test

Have a TB test done at your doctor's office or medical clinic and have the results mailed or faxed to us. If you need a TB Clinic referral, please contact our office.

LiveScan Fingerprinting

1. Go to the Human Resources (HR) Department, located at 2200 Central Ave., 94501, to pick up Fingerprinting Information and a Livescan Form. The phone number is (510) 337-7060.
2. Call the Alameda Police Department (APD) after 12:00 noon, to schedule an appointment. (510) 337-8433. They are located at 1555 Oak Street, 94501.
**Note that your appointment could be cancelled or rescheduled if there is activity in process at the APD.*
3. Some things to keep in mind about your appointment:
 - * REMEMBER to bring a picture I.D. (i.e. driver license) with you to your appointment.
 - * Cost is free.
 - * Children should not accompany adults, as fingerprinting is done in the jail area of the APD.
4. Give a copy of your Livescan Form to the HR Department after your appointment. This form includes pertinent information for tracking, should they not receive fingerprinting information back within 7 days.
5. The School Office Manager will be notified via e-mail when Livescan clearance has been received. Volunteers are not to start until clearance has been received from the HR Department.

CHECKLIST TO GET STARTED

- TB Test and Certification*
Visit your local doctor's office or clinic. TB tests must be renewed every three years. If you have had a negative TB test within the last year, a copy of these results is sufficient.
- Fingerprinting (if over the age of 18)*
- Return Completed Registration and TB Test Results to Faith Network
Mail: Faith Network, 2633 Telegraph Avenue #409 Oakland, CA 94612. Fax: 510.836.5105

**Volunteers who will not have direct contact with children while volunteering (i.e. teacher appreciation and food bagging) are not required to have a TB Test or LiveScan Fingerprinting*