

CAPISTRANO UNIFIED SCHOOL DISTRICT  
San Juan Capistrano, CA

Dear Volunteer Applicant:

Thank you for your interest in becoming a volunteer with Capistrano Unified School District. We encourage parents and community members to get involved with their schools. Your participation enhances the instructional program and motivates and encourages students.

**Definition of a Volunteer:**

A volunteer is a parent, community member or other adult who assists at a school site or program on a regular or semi-regular basis before, during, or after school hours. There are two types of volunteers:

- **Tier I Volunteers - student contact volunteer.** Examples: coach, tutor, or mentor (inside or outside the classroom), or other unsupervised school setting; chaperone of overnight school-sponsored trips; driver of students.
- **Tier II Volunteers – non-student contact and/or supervised volunteer.** Examples: front office/copy volunteers; committee volunteers; volunteers that work under the direct supervision of District staff.

**Steps to becoming a Tier I volunteer:**

1. Go to District's website; under Parent Links; click Volunteer Information.
2. Download, complete, and print a Request for Livescan form.
3. Take two (2) copies of the Request for Livescan form to any DOJ-approved Livescan company with photo I.D. and payment (see forms of payment below)
4. After two weeks, call your school office to see if your fingerprints have cleared.
5. If fingerprints have cleared, you may report to the school site to volunteer.

**Requirements of Tier I Volunteers:**

- Fingerprint Clearance.
- Wear site issued identification badge whenever you volunteer.
- Acknowledgement of Volunteer Handbook .
- Sign-in at front office when volunteering at a school site.

**Requirements of Tier II Volunteers:**

- Megan's Law Clearance
- Sign Acknowledgment of Volunteer Handbook (give to your school site)
- Sign-in at the front office when volunteering at a school site.
- Wear identification badge provided by site upon signing in (usually a volunteer sticker)

**Cost, Contact Numbers, and Available Hours to Schedule Appointments:**

- ***Orange County Department of Education (OCDE)***
  - Live Scan appointment required
  - Download Live Scan Form
  - Contact (714) 966-4305 between 7:30 a.m. to 11:30 a.m., Monday through Friday (*except for holidays*)
  - Form of Payment – *Personal Check or Cash (Check location for fee)*
  - Photo ID (*Driver License*)
- ***Orange County Sheriff's Department (OCSD)***
  - *Live Scan Form required*
  - *Download Live Scan Form*
  - (949) 425-1801 between 8:30 a.m. to 4:30 p.m., Monday through Friday (*except for holidays*)
  - *Form of Payment – Personal Check or Cash (Check location for fee)*
  - *Photo ID (Driver License)*
  - *No bags or purse allowed in Sheriff's Station*

**Directions to CUSD Education Center (33122 Valle Road, San Juan Capistrano):**

*Take the I-5 south*

*Exit CAMINO CAPISTRANO*

*Right-hand turn on CAMINO CAPISTRANO*

*Right-hand turn on SAN JUAN CREEK ROAD*

*Right-hand turn on VALLE ROAD*

**Directions to OCDE (200 Kalmus Drive, Costa Mesa):**

*Take the I-5 north to the 405 north to the 55 south*

*Exit freeway at BAKER, make a left-hand turn*

*Go to REDHILL, make a right-hand turn*

*Go to KALMUS, make a right-hand turn*

**Directions to Sheriff's Station (11 Journey, Aliso Viejo):**

*Take the I-5*

*Exit OSO PARKWAY/PACIFIC PARK, (west)*

*Go to ALISO CREEK, make a left-hand turn*

*Go to JOURNEY, make a right-hand turn*

***Call the Sheriff's Station at (949) 425-1801 to schedule an appointment.***

***Alternate Providers of Live Scan Services in Orange County can be found on the Internet at:***

***<http://ag.ca.gov/fingerprints/publications/contact.php#orange>***