

Santa Barbara Middle School

Volunteer Onboarding Information

Thank you for volunteering at SBMS- You are in for a fun and rewarding experience!

There are documents that we are required by law to have on file before any individual works with SBMS children, whether volunteer or paid. The list below of required paperwork must be completed in order to volunteer at SBMS for on campus or trip related work. **All documents are available on the HUB.**

Additionally, we require all volunteers to comply with the same COVID safety protocols required of our staff. We request but do not require all staff and volunteers to be vaccinated. We require proof of vaccination or if unvaccinated, evidence of a negative weekly PCR or Antigen COVID test taken within 72 hrs of work on campus. Masks are required at all times indoors or when in close proximity with others outdoors. Please refer to our COVID Safety handbook for additional details.

All Volunteers, please complete the following:

1. **Request for Live Scan Service** - (fingerprinting) and schedule a time for fingerprints. We will reimburse for the fee. (These receipts should go to ap@sbms.org for reimbursement). Also included is some service provider information but there is no requirement to use these providers.
 - o Take the form to any livescan/fingerprinting vendor (a few options are listed below). Please return after it's completed and submit your receipt to expensify:
 1. <https://livescansantabarbara.com/>
 2. <http://www.lorismobilenotary.com/>
 3. <http://www.a1fingerprintingplus.com/>
2. **Mandated reporter document (Calif. Penal code 11165.7)** - Read before signing statement in #3.
3. **Statement acknowledging requirement to report child abuse and neglect** – This form needs to be signed and returned to the Business Office after reading the Calif Penal Code 11165.7.
4. **Provide Proof of Vaccination** - please scan and email to office@sbms.org. If unvaccinated, you will be asked to provide a weekly negative COVID test result when you check in for your volunteer duty. Contact erik@sbms.org for questions.
5. **Contact Information Sheet** – please complete and return to the Business Office.

For Volunteer Drivers, please *also* complete:

1. **DMV and Vehicle insurance information form** – please complete and return to the Business Office.

For Questions please contact the office at office@sbms.org or Maida Smith at maida@sbms.org.