



Volunteer Safety Requirements

A simple guide for serving students safely at VCS

First and foremost, thank you. VCS would not be what it is without the support of our volunteers. Your willingness to serve—in classrooms, on field trips, through athletics, and at school events—helps create the caring, Christ-centered community that makes VCS special.

California has expanded the child-safety requirements for public and private schools. Effective July 1, 2026, Senate Bill 848 makes certain adult school volunteers mandated reporters. VCS classifies each volunteer assignment as Group A or Group B so families and coordinators can quickly identify the required safety steps.

VCS requires all Group B safety steps to be completed before service begins.

California permits proof of mandated-reporter training within six weeks after a covered volunteer begins serving. VCS has adopted a stricter pre-service standard for Group B: fingerprint clearance, annual training, and any role-specific approvals must be completed and verified before the first assignment.

GROUP A | SUPERVISED, OCCASIONAL VOLUNTEERS

No fingerprinting or mandated-reporter training is required when all of the following remain true:

- The volunteer remains under the immediate supervision and control of a VCS employee or the student's parent or guardian
- The volunteer will not be alone with students or independently supervise, transport, coach, or chaperone students
- Service does not exceed 16 hours in a month or 32 hours in a year

GROUP B | COVERED OR REGULAR VOLUNTEERS

Fingerprint clearance and annual mandated-reporter training are required if any one of the following applies:

- The volunteer may interact with students outside immediate supervision and control
- The volunteer may be alone with students or independently supervise, transport, coach, or chaperone them
- Service exceeds 16 hours in a month or 32 hours in a year

Group B volunteers must receive VCS Live Scan clearance and complete the approximately two-hour Church HR Network course, **Mandated Reporter Training for Schools K-12 (CA only)**, before volunteering. Training is renewed annually.

What is a “covered volunteer”? Under California law, a covered volunteer is an adult who interacts with students outside the immediate supervision and control of a school employee or the student's parent or guardian.

Please do not begin volunteering until VCS confirms your approval.

Group A approval is limited to the identified supervised assignment. If the duties, supervision, or expected hours change, the coordinator must pause the assignment and request reclassification. Preschool volunteers may have additional California Community Care Licensing requirements.



How to Become an Approved VCS Volunteer

Complete the steps below before your first volunteer assignment.

1 Identify your volunteer role

Contact the applicable teacher, coach, program leader, school office, or Preschool Director. Explain what you will do, how often you expect to serve, and whether you may supervise, chaperone, coach, or transport students independently.

2 Submit your volunteer information

Complete the VCS Volunteer Information Form. VCS will classify the assignment as Group A or Group B and identify any additional requirements. Do not self-classify or begin serving before approval.

3 Complete Live Scan if assigned to Group B

Group B volunteers must obtain the VCS Request for Live Scan Service form, complete the applicant section, and schedule an appointment with Better Bookkeepers. Bring the original VCS form, a current valid photo ID, and payment if instructed by VCS. VCS must receive the clearance before service begins.

**BETTER
BOOKKEEPERS**

1019 Alamo Drive, Vacaville, CA 95687

707-474-9510 | Live Scan by appointment

Book online: betterbookkeepers.net/notaryandlivescan

4 Complete annual training if assigned to Group B

Group B volunteers will receive an email from Church HR Network. Complete the approximately two-hour Mandated Reporter Training for Schools K-12 (CA only) course before volunteering. VCS will verify completion; no separate certificate submission is required unless requested. One H.I.S. hour may be credited after completion when a H.I.S. hours form is submitted.

5 Complete any role-specific requirements

Depending on the assignment, this may include driver authorization, license and insurance verification, preschool clearance, a policy acknowledgment, or activity-specific safety training.

6 Wait for VCS approval

Do not report for a volunteer assignment until VCS confirms your Group A or Group B approval. For Group B, submitted fingerprints, assigned training, or a scheduled appointment do not authorize service.

What to expect

VCS tracks each volunteer's classification, approved assignment, fingerprint clearance, training, and role-specific approvals in one eligibility system. Group A coordinators are responsible for maintaining immediate supervision and monitoring hours. Report any change before the volunteer continues serving. Questions may be directed to VCS Human Resources or the coordinating school office.