



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 and whether you may supervise or transport students independently.

2 Submit your volunteer information

Complete the VCS Volunteer Information Form provided by the school or program. VCS will classify your assignment and identify the requirements that apply.

3 Complete Live Scan fingerprinting

Obtain the VCS Request for Live Scan Service form from your Volunteer coordinator or VCS HR. Complete the applicant section, then schedule your fingerprint appointment with Better Bookkeepers. Bring the original VCS form, a current valid photo ID, and payment. This is a volunteer paid expense. It is a one-time fee.

**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

Covered 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. 1-hour of H.I.S. hours can be credited to your account once completed. You will need to submit a H.I.S. hours form.

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 that you are approved. Fingerprints submitted, training assigned, or an appointment scheduled do not by themselves authorize service.

What to expect

VCS tracks fingerprint clearance, training, and role-specific approvals in one volunteer eligibility system. You will be notified if additional information is needed or when you are approved to serve.

QUESTIONS?

Contact the school office coordinating your volunteer assignment or, if needed, VCS Human Resources.



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 and requires annual training in child-abuse reporting and prevention.

VCS requires all applicable 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: required fingerprint clearance, training, and any role-specific approvals must be completed and verified before the first volunteer assignment.

REQUIREMENT 1 | FINGERPRINT CLEARANCE

All adult volunteers must complete the VCS-approved Live Scan fingerprinting and background-clearance process before volunteering. Submitting fingerprints does not constitute approval; VCS must receive and verify the clearance.

REQUIREMENT 2 | ANNUAL MANDATED-REPORTER TRAINING

Training is required for adult volunteers who may interact with students outside the immediate supervision and control of a VCS employee or the student's parent or guardian. Covered volunteers complete the approximately two-hour Church HR Network course, **Mandated Reporter Training for Schools K–12 (CA only)**, before volunteering and renewing it annually.

Roles that commonly require training include:

- Field-trip chaperones and volunteer drivers
- Coaches, club leaders, and small-group leaders
- Overnight-event volunteers
- Anyone who may independently supervise or interact with students

VCS will classify each volunteer role. Occasional volunteers who remain under the immediate supervision and control of a VCS employee or the student's parent or guardian generally do not require annual training, but they must still complete VCS fingerprint clearance.

Please do not begin volunteering until VCS confirms your approval.

Approval may be limited to a specific activity, program, or supervised assignment. Preschool volunteers may have additional California Community Care Licensing requirements.