



Volunteering at CCDS

Volunteering at CCDS is an excellent way to be involved in the education of your child in a way that also benefits the operation of the school. Volunteers can do a range of work from preparing homework packets to tutoring small groups, running stations in the primary grades, making phone calls, etc. Individual classrooms teachers determine their need for classroom support by volunteers. Below are answers to frequently asked questions regarding volunteering at CCDS.

What do I need to drive on a field trip?

1. Volunteers must be 21 years old or over and possess a **valid California Driver's License**, a copy should be provided to school office.
2. A copy of **your current insurance policy declaration page with required limits of liability, name and current date of expiration**. Required limits of liability are listed on the Field Trip Driver's Application. A copy can be faxed to (530) 895-2646 by your insurance company.
3. Be cleared through the **Department of Justice Live Scan**. The Live Scan is a one-time event and is not transferable from other agencies — for as long as your child is enrolled at CCDS or the CCDS Preschool.
 - a. **Chico State Information Center** – Live Scan form can be downloaded from the School Mint Volunteer Packet or picked up in the CCDS main office. Take completed form to Chico State Information Center (898-4002) located at 2nd Street and Normal Avenue. Live scan services are provided on a walk-in basis. Cost is \$52. Hours are 9 a.m. to 4 p.m. M-F during the school year. Please call to confirm summer hours. No perfumes or lotions should be worn.
 - b. **Blue Oak Mobile Live Scan** – Provides on-site live scan services and will come to your home. Cost is \$67 with a \$5 donation back to CCDS. For an appointment, call (530)387-4540.
4. **Negative test for tuberculosis** within the past four years. Certificate must be on file in the school office. There are two options available to complete this: skin test or Risk Assessment Questionnaire completed by a Health Care Provider. For the skin test we recommend Paramex, which is located at the corner of E. 5th Avenue and Sherman. No appointment is necessary, but please check their website calendar to confirm the days they do the test. The test is \$30 and you will need a photo I.D. If you prefer to have a Health Care Provider complete the questionnaire, please stop by the school office for a form. TB Tests must be renewed every four years.
5. Completed **Parent Field Trip Driver Application**
6. **Study Trip Procedures** must be reviewed and signed
7. **Statement of Confidentiality** must be reviewed and signed
8. Completed **Chaperone Field Trip Participation Form** filled out per field trip. This will be handed out by your child's teacher.

What do I need to chaperone on a field trip?

1. Chaperones must be 18 years or over and be cleared through the **Department of Justice Live Scan**. See above for more information.
2. **Negative test for tuberculosis** within the past four years. See above for more information.
3. Completed **Chaperone Field Trip Participation Form** per field trip. This will be handed out by your child's teacher.
4. **Statement of Confidentiality** must be reviewed and signed.

What do I need to work in the classroom?

1. **Signed Affidavit** which certifies that you have not been charged with or convicted of a violent or serious felony crimes as defined in CA ED. Code 45222.1 (Pg. 13 of Parent Handbook 2019-20). You may also come by the main office for a hard copy. This is not needed if you have completed a live scan for CCDS.
2. **Negative test for tuberculosis** within the past four years. See above for more information.
3. **Statement of Confidentiality** must be reviewed and signed.