

# VOLUNTEER



## **EASY STEPS FOR MARINER PARENTS / GUARDIANS WHO WOULD LIKE TO VOLUNTEER**

Aptos High School is extremely grateful for the many volunteers who support curriculum and extracurricular activities at AHS by volunteering. Please read the steps below to make your preparation as simple as possible.

### **WAYS TO VOLUNTEER AT APTOS HIGH SCHOOL**

1. Chaperone on a field trip
2. Driver on a field trip
3. Driver for sporting events
4. Working at "home" sporting events
5. Assisting in the office

### **WHAT TO DO**

1. Pick-up and fill out a **VOLUNTEER SERVICE REQUEST** form from the Aptos High Main Office. These forms can also be found in English and Spanish on the PVUSD website: PVUSD website: [www.pvUSD.net](http://www.pvUSD.net)> Departments > Human Resources > HR Forms Commonly Requested > Volunteer Form.
2. Get a TB test. This test can be given at your doctor's office, Doctor's on Duty or any walk-in clinic.
3. Once your TB test has cleared, bring the TB test results and your **completed VOLUNTEER SERVICE REQUEST** form to the Aptos High Main Office. An administrator will sign the form and you will take your completed TB test and Volunteer form to the PVUSD district office.
4. Once TB test is turned in you will be fingerprinted at the Human Resources office.
4. Once your fingerprints clear you are ready to volunteer immediately! (You may call AHS 728-7832 or HR 786-2145 to see if cleared).
5. TB Tests are good for four years and fingerprints are good for life, so you may only need to go through this process once!

### **PROCESS TO BE A VOLUNTEER DRIVER**

1. The above procedures for TB testing and fingerprints must be completed before becoming a volunteer driver.
2. Fill out a **VOLUNTEER DRIVER** form. This form can be picked up in the Aptos High Main Office or from the district website: [www.pvUSD.net](http://www.pvUSD.net) > Departments > Business Services > Risk & Safety Management > VOLUNTEER DRIVER FORM.
3. Fill out the form and bring the necessary documentation, a current driver's license and proof of insurance (declaration page showing amounts of coverage) to the main office.

**NOTE: FOR PROCESSING PURPOSES VOLUNTEER DRIVER FORM AND DOCUMENTATION MUST BE TURNED IN AT LEAST A WEEK BEFORE THE EVENT, IT MAY NOT BE TURNED IN THE DAY OF EVENT.**