

Volunteer Requirements for 2024-2025

We are so excited to welcome families to campus to volunteer and have some fun with us! Before that happens, however, there are some requirements made by the state for anyone volunteering on campus or chaperoning events and field trips. **They only need to be completed one time and are good for as long as you're at Cornerstone.**

First some definitions:

Spectator:

Spectators are attendees at events like class parties, performances, Chapel, or ceremonies. These types of visits do not count toward the 20-hour requirement.

Observer:

Upon written request by a parent/guardian, the school principal or student's teacher shall arrange for parental observation of a class or activity in a reasonable time frame and in accordance with Board policy and administrative regulations (Ed Code 49091.10). This does not count toward the 20-hour requirement.

Guests/Service Volunteer:

Guests and service volunteers are invited to be participants at school, service, and similar activities. Guests and service volunteers do not directly chaperone or work with students and attend under the supervision of staff. (Sorting the cookie dough order, for instance.) This category does count toward the 20-hour requirement.

Classroom Volunteer/Volunteer Coach/Chaperone:

Classroom volunteers, volunteer coaches, and chaperones assist teachers and staff in the performance of their duties, including in the supervision of students and in the performance of instructional tasks which, in the judgment of the staff member to whom the volunteer is assigned, may be performed by a person not licensed as a classroom teacher. They may provide volunteer assistance in the classroom, at dances/events, and on field trips with the approval, and under the direct supervision, of the teacher and/or administrator. This may include non-teaching/non-instructional work with students and supervision during nutritional periods as detailed in Ed Code (Education Codes 35021, 44814, 44815, 45344, 45349, 51101). This category does count toward the 20-hour requirement.

Those seeking to be a Classroom Volunteer/Volunteer Coach/Chaperone will need to complete and submit the following:

1. Complete a [Code of Conduct Form](#)
2. Submit a photocopy of a Driver's License, car registration and proof of insurance (Only if driving a student not your own. We can make a copy of your driver's license, registration, and insurance if you bring them to the school office.)
3. Complete Fingerprint Clearance and Return a Signed Request for [Live Scan Service Form](#) after getting fingerprints done.

****Results can take up to 2 weeks to return, don't wait to get your fingerprints done!****

- a. Complete the form at the link above, or pick up a hard copy in the office, take it to a Live Scan location and have your fingerprints taken. ****Please note**, Live Scan fingerprinting is site specific, meaning even if you've had fingerprinting done for another job/organization, we cannot accept those results. They have to be done for Cornerstone specifically.
- b. We recommend using Diablo Live Scan: 3721 Sunset Ln, Suite 103, Antioch, CA 94509 Phone: 925-754-3100 (BY APPOINTMENT ONLY), email: diablolivescan@yahoo.com. You will need to pay the \$67 fee* (\$68.84 if paying by card) for the background check.

*The fee for live scan fingerprinting depends on where you have it done. Businesses charge their own rolling fee (for rolling your fingerprints) in addition to the fees charged by the government.

4. Complete the Mandated Reporter Training for Volunteers
 - a. Go to: <https://mandatedreporterca.com/> and look for the **course for Volunteers**. It is free and will take you about 2 hours to complete. There is a short test at the end of the course. When you've taken and passed the test with an 80% or higher, you can download or print the certificate.
5. All above completed documents and certificates can be e-mailed to volunteer@cornerstonechristian.net or returned to the school office.

All documents must be submitted and background check results received before a person may volunteer or chaperone.

- - - NOTE: This process only needs to be completed one time. - - -

REQUIREMENTS AT-A-GLANCE:

	Fingerprint Requirement	Conduct Code Form	Required Pre-approval of School/Teacher
Classroom Volunteer/ Volunteer Coach/ Chaperones	Yes	Yes	Yes
*Guest/Service Volunteer	No	No	Yes
Observer	No	No	Yes and with written request to Principal
Spectator	No	No	No

Please note that a visitor or volunteer's access to the school or classroom may be limited if the principal or teacher determines that the individual's presence obstructs, interrupts, or interferes with the classroom or school environment.