



Rancho Christian School VOLUNTEER LIVE SCAN PROCEDURE

If you are interested in...

- Helping in your child's classroom
- Chaperoning/Driving on a field trip
- Helping with school events
- Coming on campus to volunteer in any capacity



...You must be **Live Scanned** (fingerprinted) **by September 30**. Please help us provide exceptional programs in a **safe environment** by completing the process. The safety of every student on our campus is our first priority.

WHAT IS LIVE SCAN?

Being Live Scanned is a short process, where all 10 fingerprints are scanned into a device. **Both the volunteer and their spouse (if married) will need to complete this process, even if the spouse will not be volunteering.**

WHEN AND WHERE CAN I GET IT DONE?

Live Scan will be available on:

- Eagle Day **August 9, 2019, from 11:00 am - 5:00 pm.**
- During our Elementary Back to School Night **August 21, 2019 from 6:00 - 8:00 pm.**
- Throughout the week of **August 5-9, between the hours of 10:00 am and 6:00 pm** on a first come, first served basis.

Our Live Scan system is located in the nursery, found inside the Generations Venue (Worship Center) in the West hallway. This will be drop-in only, and no appointments will be made during these times. If you would like to schedule an appointment **for a different day, please call our church office at 951-303-6789** or email Sande.askins@rancho.tv to schedule an appointment. It does get busy during this time of year, so we encourage you to try to book an appointment early, or drop-in on August 9 for Eagle Day.

DO I NEED TO BRING ANYTHING?

When you come to get Live Scanned, make sure to bring your current driver's license with you. There is no cost to you for a Live Scan.

IS THERE ANYTHING ELSE THAT I SHOULD KNOW?

- The raptor system does not enable you to volunteer on campus, you must be Live Scanned.
- The deadline of **September 30** for completing this process enables us to communicate a list of approved volunteers to teachers and administrators, thus heightening awareness of safety on campus.
- As of May 2013, if you have been cleared then it does not expire. (If you were scanned prior to May 2013, you need to go through the process again).
- After a volunteer or chaperone/driver has been Live Scanned, the processing will take 2-3 weeks to complete.
- If for some reason we are not able to roll your fingerprint you will be required to do a background check.
- Field Trip Chaperones/Drivers must also complete a Chaperone/Driver Application Packet, available on the school website at ranchochristian.org/resources.