



VOLUNTEER POLICIES AND PROCEDURES

For the purpose of safety and security of students and members of Grace Lutheran Church and Christian School and to conform to our insurance policy guidelines, volunteers who wish to attend class field trips, spend time in the classroom, or participate in overnight church and school activities as a chaperone, must first be approved by our volunteer screening process. This process includes live scan fingerprinting and a Dept. of Justice background check.

For volunteer approval, please complete the following:

1. Obtain a "Volunteer Request for Live Scan Service" form from the school or church office.
2. Fill out the form and take it to AAA Live Scan of Escondido located at 431 West Grand Ave., #203, Escondido, CA 92025. Bring your driver's license for I.D. and payment (Typically \$20)
3. Drop off receipt for service to the Grace church or school office.

Volunteers will then be added to the approved volunteer list. Once approved, you will not need to renew.

Note: Live Scan Screening results are not transferable from one organization to another.