

# Volunteer Process Flowchart

Questions?  
[mvwsd.org/volunteers](http://mvwsd.org/volunteers)

Follow these steps if you will be volunteering on campus **more than 3 times a school year for more than 10 min each visit**, or plan to be an **overnight trip chaperone**. If you volunteer 3 times or less this year, you may sign in with a valid ID only.

## Renewing

Start here if you volunteered last year

### 1. Complete the **annual mandated reporter and abuse training**.

Found at [mandatedreporterca.com/training/volunteers](http://mandatedreporterca.com/training/volunteers)

- Training in other languages is available via the settings menu.
- **Save** your completion certificate

### 2. Ask your Principal/Office for the link to the **Raptor volunteer application**.

### 3. Complete the online application and upload the required documents.

- Upload your:
  - Mandated Training Certificate
  - TB documentation
  - ATI number or year of fingerprint completion
  - Passport style photo

### 4. Receive badge at school

## New

Start here if you have never volunteered in MVWSD

Steps 1-3 can be completed simultaneously or in any order

### 1. Complete the **annual mandated reporter/abuse training**.

Found at

[mandatedreporterca.com/training/volunteers](http://mandatedreporterca.com/training/volunteers)

- Training in other languages is available via the settings menu.
- **Save** your completion certificate

### 2. Ask your school office for the **fingerprint request form**. Print, complete, sign, and return to the office.

The School Office will send the request to HR and HR will email you a live scan form. Get your fingerprints scanned. Retain the ATI number from your live scan form.

### 3. Complete **Tuberculosis documentation** that shows you are clear of TB.

Valid for 3 years. Take this form <http://mvw.sd/TB> to your healthcare provider.

### 4. Ask your Principal/Office for the link to the **Raptor volunteer application**.

### 5. Complete the online application

- Upload your training certificate
- Upload your Tuberculosis documentation
- Passport style photo
- Enter your ATI number from the LiveScan/fingerprint form

### 6. Receive badge at school

Could take up to 30 days for fingerprints from the Department of Justice.