

Howell Mountain Elementary School



Safety Slip School Volunteers

Thank you for making the decision to volunteer at our school!

Because of the type of volunteer work you will be doing, it will be necessary for you to secure:

- Tuberculosis (TB) Test
- Fingerprinting
- Insurance documents and valid driver's license copy

Once you get a TB test, it is kept on record in the District Office, and you are set for 4 years before you need another one. Fingerprinting is good for the entire time you are here at the school.

For TB testing, we ask that you go see Dr. Jonathan Wheeler in St. Helena. We have an account with him, and they will charge the district directly for the test. His address is:

Dr. Jonathan Wheeler
999 Adams St. #200
St. Helena, CA 94574
(707) 963-3658

The procedure for being tested is:

- Make an appointment with Dr. Wheeler
- Go and get your test
- Return to Dr. Wheeler's and have your test read. Receive your TB clearance.
- Bring your TB clearance to the office.

For fingerprinting, it is necessary to pick up a form from either Lori or Mike in the office, and take it to the Calistoga Police Department. There is an out of pocket cost of \$50.00. **Keep your receipt!** You will be reimbursed for the cost.

The address for fingerprinting in Calistoga is:

Calistoga Police Department
1235 Washington Street
Calistoga, CA 94515
(707) 942-2810

PLEASE TURN THIS PAPER OVER

The process for fingerprinting is as follows:

- Pick up the Department of Justice form from Lori or Mike in the office
- Go to the Calistoga Police Department for fingerprinting. They can print you any time, day or night, unless they have a prisoner in the holding cell. You might want to call ahead, but it isn't necessary. **Do not wear lotion or other moisturizing products.** Fingerprints are now done via LiveScan, and this will cause problems with the machine.
- Bring your receipt back to the school for reimbursement, and wait for notification that your fingerprints have cleared.

It is imperative that you get your prints done as soon as possible. Although the vast number of people who have their prints done have results sent to the school within a few hours, on several occasions, it has taken many weeks to get results. If the results are not back by the time the field trip or other activity requiring your prints occurs, you will not be able to participate. This would not be a good thing.

If you are planning on driving on a field trip, we need some information from you and your insurance carrier:

- Copy of your valid drivers license.
- Copy of your policy showing a minimum of \$100,000/\$300,000 liability. This is not the same as your insurance card. There needs to be actual liability dollar amounts on the form.

Forms for insurance can be requested from your insurance agent, and sent to you directly, or faxed to the school at (707) 965-0834. The sooner we receive these forms, the sooner we can clear you for driving and make an accurate count of drivers. **Should you not have the required amount of insurance, most agents will write you a rider to your policy, increasing your limits for one specific day.** Some agents will temporarily increase the limits for free, while others will do it for a nominal fee of a few dollars. **This is not a reimbursable expense.**

As time passes, once you have picked up your forms but have not returned with a receipt for reimbursement, your insurance documents or your TB test results, you may receive calls from the office staff reminding you to please complete your paperwork. Should you need any additional help, we are always here to assist you. We will also notify you when we receive results, and have everything we need for you to participate as a volunteer at our school!

Thank you again for your service to our school and our students! **You** are what makes this place great!