



## VIPS Coach/Activity (non-paid) Application Requirements

### APPLICATIONS ARE REQUIRED EVERY YEAR

You will be notified by site district personnel when you have been cleared to volunteer. **No volunteer is to work until they have been cleared by the District VIPS Office and notified by the school site.** To safeguard our students and maintain campus security you must sign in and out each time you work; and you must always wear your VIPS ID badge. Your badge never leaves the site (except for field trips), nor should it be loaned to other people.

Complete the VIPS Coach/Activity Application form. (Forms are available at District Web Site under VIPS.)

Provide a Government-issued valid unexpired Photo ID (e.g. California Driver's License, California State ID, Military ID, Passport or International ID. Picture must be clear). Address on ID submitted must match the address on the application. If you have moved, please attach proof to verify current address. **P.O. BOX ADDRESSES ARE NOT ACCEPTABLE.**

Obtain District-provided free TB testing, TB testing from your health care provider or any of the clinics listed on the TB Referral Information form. TB verification must include the date given, the date read (read within 48-72 hours), the results of the testing and the name of the medical facility. In lieu of TB testing, you may also provide the TB Risk Assessment Questionnaire Certificate of Completion administered by a licensed health care provider. For X-ray clarification please call (562) 997-8307.

Copy of CPR card (current through a school year of sport season). **On-line certification is not acceptable—must be a face-to-face class course certification.**

First Aid card (current through a school year of sport season). **On-line certification is not acceptable—must be a face-to-face class course certification.**

Water Safety certification (if applicable)

Concussion Course Certificate (free on-line course)

Cardiac Arrest Certificate (free on-line course)

Fundamentals of Coaching Certificate (High School Coaching Only). First sport and first year not required. Second sport or following year required. (On-line paid course)

Fingerprints (FBI and DOJ). Appointments can be made through LBUSD Human Resources (at 562/997-8216)

Return completed application with all certifications listed above, a copy of a current, unexpired Government-issued photo ID, a copy of the TB results, fingerprint clearance and all certifications to the Athletic Secretary at your school site. **Missing information will delay processing of your application.** If you are volunteering at different schools, an application for each school site is required.

Website for certification information: [http://cifstate.org/coaches-admin/coaching\\_education/certification](http://cifstate.org/coaches-admin/coaching_education/certification)

All questions regarding your application should be directed to the school site.

Upon verification of all documents by the site athletic secretary, make an appointment for fingerprinting with Human Resource Services (562) 997-8216.

Fingerprinting Fee - \$32.00 – DOJ  
\$17.00 – FBI  
\$25.00 – Rolling Fee  
Total Fee - \$74.00

Please bring \$74.00 money order payable to LBUSD.

**\*VIPS processing will take approximately 2 weeks or longer. Please make sure that you complete the application form with the necessary information and signatures to avoid delay. We appreciate your patience.**