



OFFICE OF EQUITY, ACCESS,
COLLEGE & CAREER READINESS
Volunteers in Public Schools



Date submitted to site: _____
Date submitted to District VIPS Office: _____
Current VIPS: Yes No - School: _____
Current District employee Yes E00 _____

COACH / ACTIVITY APPLICATION

APPLICATIONS ARE REQUIRED EVERY YEAR

QUESTIONS CONCERNING APPLICATION SHOULD BE DIRECTED TO THE SITE VIPS COORDINATOR

Contact Information (PLEASE PRINT)

Name: _____ () _____
Last First M. I. Phone #
Home Address: _____
Street Apt. City Zip Code
Date of Birth: _____ E-mail: _____

Government-Issued **Unexpired** Photo ID _____ (Please attach a copy of your photo ID, e.g. California Driver's License, California ID, Military ID, Passport or International ID. **Picture must be clear**)

Personal Information

Have you ever had tuberculosis? (Not a TB Test) Yes No If answer is "yes," when? _____
Have you ever had a positive skin test (PPD) Yes No If answer is "yes," when? _____

**PLEASE ATTACH A COPY OF TB TEST RESULTS OR TB RISK ASSESSMENT QUESTIONNAIRE
CERTIFICATE OF COMPLETION TO APPLICATION—**

MUST SHOW DATE GIVEN, DATE READ, RESULTS AND THE NAME OF MEDICAL FACILITY

Can you perform the work of the position with or without accommodation? Yes No
In case of an emergency, please notify: _____ Phone # () _____

Coaching Information

School _____
Sport: _____ SPORT SEASON: From _____ To _____
Name of teacher/coach/activity director/district personnel you will be working with _____
Activity: (please check):

- Drill Cheer
- Band Other _____

APPLICANT, PLEASE CONTINUE TO PAGE 2 AND COMPLETE WHOLE APPLICATION

FOR SCHOOL USE ONLY:

VERIFIED BY ATHLETIC SECRETARY: _____ DATE: _____

I certify that I have reviewed all documents submitted, fingerprint clearance has been verified and all certifications submitted have been checked and verified to be in good standing.

Athletic Director: _____ DATE: _____

KEEP A COPY OF ALL DOCUMENTS ON FILE

- _____ Fingerprint approval date DOJ _____
- _____ Fingerprint approval date FBI _____
- _____ Copy of CPR – Exp. Date _____
- _____ Copy of First Aid – Exp. Date _____
- _____ TB Clearance Date or _____
- _____ TB Risk Assessment Questionnaire Certificate of Completion Date _____
- _____ Water Safety (if applicable) – Exp. Date _____
- _____ Concussion Course Cert. – Exp. Date _____
- _____ Copy of Cardiac Arrest Cert. – Exp. Date _____
- _____ Fundamentals of Coaching—Date (High School Only) _____
- _____ Send copy of VIPS coach/activity application with TB clearance, ID and fingerprints to Office of Equity, Access, College & Career Readiness Date: _____

**LONG BEACH UNIFIED SCHOOL DISTRICT
REPORT OF CONVICTIONS AND FINGERPRINTING FOR VOLUNTEERS**

ALL VOLUNTEERS WHO WILL PROVIDE SERVICES TO THE DISTRICT AND HAVE DIRECT INTERACTION WITH STUDENTS WITHOUT THE DIRECT SUPERVISION OF A CREDENTIALLED EMPLOYEE MUST BE FINGERPRINTED.

PRINT NAME (LAST, FIRST AND MIDDLE)	SOCIAL SECURITY NUMBER
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The District appreciates your interest in serving its students and schools in a volunteer capacity. In order to protect its students, please note that, prior to your being considered for volunteer services, the District may require potential volunteers who have prior convictions to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records. A conviction does not necessarily disqualify you from volunteering.

FAILURE TO ITEMIZE ALL CONVICTIONS IS CAUSE FOR YOUR DISQUALIFICATION. IF YOU DO NOT FULLY DISCLOSE SUCH INFORMATION ON THIS FORM NOW, IT IS CAUSE FOR REJECTION FROM VOLUNTEER SERVICES.

PLEASE READ THE FOLLOWING NOTES CAREFULLY:

Please list below any and all convictions, including misdemeanors and/or felonies, you received at any time during your lifetime. The term "conviction" includes a plea or verdict of guilty or finding of guilt by a court in a trial without a jury, or a conviction following a plea of nolo contendere. If you have been convicted of any criminal offense, please specify and explain all convictions on this form. You must report all convictions for sex and/or drug offenses specified in Education Code sections 44010 and 44011 and any convictions for serious or violent felonies specified in Penal Code sections 667.5 and 1192.7. Any convictions set aside pursuant to Penal Code section 1203.4 must be disclosed, as such convictions are by law convictions for the purpose of this question (see Education Code section 44009). A conviction will not necessarily result in automatic disqualification. You are solely responsible for making the determination of whether a conviction must be disclosed. District staff cannot and will not assist you. Failure to report an otherwise reportable conviction will not be excused by your misunderstanding of the law.

HAVE YOU, AS A JUVENILE OR ADULT, EVER BEEN CONVICTED, FINED, IMPRISONED, PLACED ON PROBATION, OR SENTENCED, IN ANY CIVIL, CRIMINAL, OR MILITARY COURT, OR HAVE YOU EVER FORFEITED BAIL? NO YES

Name of Offense (Explain in detail on back of this form. Use additional pages if necessary)	Offense Code #	Date Mo/Yr	Location (City & State)	Misdemeanor or Felony?	If Imprisoned How long?	If Fined \$ Amount	If Probation From--- To----

HAS YOUR DRIVER'S LICENSE EVER BEEN SUSPENDED OR REVOKED? NO YES

If YES, **explain**, including **when, where** it occurred, the **outcome**, AND attach **H6** DMV report.

EXPLANATION OF CONVICTION:

Please use the next page to write about the offense(s) for which you were convicted. Explain in detail, the incident(s) and the surrounding circumstances, outcome, etc. Make sure the information you provide matches the convictions on this form.

EXPLANATION OF EVENTS: (You may attach other pages, if necessary):

PLEASE READ BELOW BEFORE SIGNING:

I declare that I have read and understand all of the questions and statements listed on all pages of this Report of Convictions form and the answers I have given are true, correct, and complete. I understand it is my responsibility to list any and all convictions, and that anything I may have forgotten or failed to list will result in rejection as a volunteer. I have listed all of my convictions.

I understand that it is district policy for me to wear my VIPS badge at all times when I am on campus. The badge is the property of LBUSD, and it should be kept on site at all times. I agree not to take the badge home nor loan it to others. I agree to sign in and out each time I am on campus as a volunteer. I agree to keep confidential information about students' academic and behavioral performance in the classroom(s) where I volunteer my time.

HAVE YOU FORGOTTEN SOMETHING? IF YOU HAVE NOT LISTED EVERYTHING, STOP AND LIST IT NOW.

SIGNATURE OF APPLICANT

DATE SIGNED

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FOR SCHOOL USE ONLY:

Application reviewed by site athletic secretary: _____ Date: _____

Application checked for completeness and accuracy . Proof of TB test and current Photo ID are attached.

Principal signature: _____ Date: _____

Athletic director signature: _____ Date: _____

School: _____