



The mission of Twin Lakes Christian School is to provide an excellent educational experience in a caring Christian community.

Twin Lakes Christian School Volunteer Handbook



ENGAGING MINDS. TRANSFORMING LIVES. / A MINISTRY OF TWIN LAKES CHURCH
2701 Cabrillo College Drive / Aptos / CA / 95003 / Phone 831-465-3301 / FAX 831-465-3389
www.tlcs.us / info@tlcs.us

Dear Volunteers,

Welcome to Twin Lakes Christian School Volunteers! We are pleased that you are willing to spend some of your very valuable time with us. Your experience and expertise is desired and appreciated.

This handbook contains important information to ensure your experience as a volunteer will be enriching and rewarding. Please take a few moments to become familiar with its contents and to ask any questions that arise.

Thank you for being part of our team.

Blessings,

Meg Imel
Principal

Twin Lakes Christian School is committed to the mission of providing an excellent educational experience in a caring Christian community. Our volunteer program will help us provide excellent instruction and create a dynamic partnership with our parents and our community.

The **GOAL** of the volunteer program is to:

- Enrich the curriculum.
- Enhance children's learning opportunities.
- Provide help for individual children.
- Increase students' self-esteem and motivation to learn.
- Provide satisfying opportunities for adults to make lasting contributions to the students and the school.
- Assist teachers and other staff.

Qualities of a Volunteer

- Friendly and caring.
- Reliable and flexible.
- Understanding and appreciative of the work of the school staff and the volunteer program.
- Professional attitude and ability to work cooperatively with school staff.
- Interest in working with young people.
- Excellent character.

Becoming a Volunteer

- Complete attached Live Scan paperwork and have fingerprints done. Live Scan will charge \$40.00 at the time of the fingerprints. You will be billed the \$49.00 remaining charge on your TLCS account.
- Update your contact information as it changes.
- Always sign in and out through the school office.
- Wear a Volunteer badge.

Responsibilities of Volunteers

- Support and supplement the instructional program of the classroom teacher.
- Be prompt and dependable.
- Know and observe all regulations and procedures of the school.
- Discuss problems that arise with the teacher or principal.
- Notify the principal or teacher if a student confides in you about a situation of abuse or neglect.
- Respect confidentiality with relationship to the school. Ensure that a child's work and behavior in school are held in confidence.
- Be a role model for our students.

Tips for Volunteers

- Be patient when working with students.
- Learn the students' names. Make sure the students know your name.
- Treat individuals with respect and courtesy and expect the same in return.
- Encourage and support student successes. Build self-confidence by praising them honestly and frequently. Accentuate the positive and minimize the negative.
- If you will be absent, please call the school.



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

A6557 _____ Private School Volunteer
 ORI (Code assigned by DOJ) _____ Authorized Applicant Type

Private School Volunteer
 Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

Twin Lakes Christian School _____ 00971 _____
 Agency Authorized to Receive Criminal Record Information Mail Code (five-digit code assigned by DOJ)

2701 Cabrillo College Dr. _____ Lora Spurlock _____
 Street Address or P.O. Box Contact Name (mandatory for all school submissions)

Aptos _____ CA 95003 _____ 8314653301 _____
 City State ZIP Code Contact Telephone Number

Applicant Information:

Last Name _____ First Name _____ Middle Initial _____ Suffix _____
 Other Name: (AKA or Alias) _____
 Last Name _____ First Name _____ Suffix _____

Date of Birth _____ Sex Male Female Nonbinary/Unspecified _____ Driver's License Number _____
 Height _____ Weight _____ Eye Color _____ Hair Color _____ Billing Number 149916 _____
 (Agency Billing Number)

Place of Birth (State or Country) _____ Social Security Number _____ Misc. Number _____
 (Other Identification Number)

Home Address _____ City _____ State ZIP Code _____
 Street Address or P.O. Box

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

Applicant Signature _____ Date _____

Your Number: _____ Level of Service: DOJ FBI
 OCA Number (Agency Identifying Number) (If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI.)

If re-submission, list original ATI number: _____ Original ATI Number _____
 (Must provide proof of rejection)

Employer (Additional response for agencies specified by statute):

Employer Name _____
 Street Address or P.O. Box _____ Telephone Number (optional) _____
 City _____ State ZIP Code _____ Mail Code (five digit code assigned by DOJ) _____

Live Scan Transaction Completed By:

Name of Operator _____ Date _____
 Transmitting Agency _____ LSID _____ ATI Number _____ Amount Collected/Billed _____



REQUEST FOR LIVE SCAN SERVICE

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Business and Professions Code sections 4600-4621, 7574-7574.16, 26050-26059, 11340-11346, and 22440-22449; Penal Code sections 11100-11112, and 11077.1; Health and Safety Code sections 1522, 1416.20-1416.50, 1569.10-1569.24, 1596.80-1596.879, 1725-1742, and 18050-18055; Family Code sections 8700-87200, 8800-8823, and 8900-8925; Financial Code sections 1300-1301, 22100-22112, 17200-17215, and 28122-28124; Education Code sections 44330-44355; Welfare and Institutions Code sections 9710-9719.5, 14043-14045, 4684-4689.8, and 16500-16523.1; and other various state statutes and regulations. The CJIS Division uses this information to process requests of authorized entities that want to obtain information as to the existence and content of a record of state or federal convictions to help determine suitability for employment, or volunteer work with children, elderly, or disabled; or for adoption or purposes of a license, certification, or permit. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

Providing Personal Information. All the personal information requested in the form must be provided. Failure to provide all the necessary information will result in delays and/or the rejection of your request.

Access to Your Information. You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to process applications pertaining to Live Scan service to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled, we may need to share the information you give us with authorized applicant agencies.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes.
- To another government agency as required by state or federal law.

Contact Information. For questions about this notice or access to your records, you may contact the Associate Governmental Program Analyst at the DOJ's Keeper of Records at (916) 210-3310, by email at keeperofrecords@doj.ca.gov, or by mail at:

Department of Justice
Bureau of Criminal Information & Analysis
Keeper of Records
P.O. Box 903417
Sacramento, CA 94203-4170



REQUEST FOR LIVE SCAN SERVICE

Privacy Act Statement

Authority. The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose. Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses. During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental, or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.



REQUEST FOR LIVE SCAN SERVICE

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.²
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.³

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.⁴

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.) *You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>.*

¹ Written notification includes electronic notification, but excludes oral notification

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 28 CFR 50.12(b)

⁴ See U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c)