



Volunteer Document Requirements

Parent volunteers help make our campus great and are an important part of ensuring students receive a well rounded educational experience! Thank you for your commitment to the students and their safety. Everyone at CMP recognizes the energy and dedication it takes to be a parent volunteer and is truly appreciative of your time and treasures.

In order to volunteer in classrooms and on field trips (**after normalization period ends, beginning Wednesday, September 26th**), there are a number of documents that need to be submitted to the school office. We recommend that you submit all of the documents listed below during the summer or first few weeks of school to make volunteer scheduling and field trip planning easier. We can accept documents via email: cmcpoffice@cacmp.org or fax: (916) 325-0912 or in person.

Documents Needed to Volunteer in the Classroom or Chaperone on Field Trips:

- **Department of Justice Live Scan Clearance** (only needed once at CMP)
- **Current Clear TB test** (Good for 4 years)
- **7 Habits of Highly Effective Volunteers Class** (only needed once)

Documents Needed to Drive on Field Trips:

- **Current CA Driver's License**
- **Department of Justice Live Scan Clearance** (only needed once)
- **Current Clear TB test** (Good for 4 years)
- **7 Habits of Highly Effective Volunteers Class** (only needed once)
- **Current Car Registration** (needed yearly)
- **Current Car Insurance Declaration Page** - verifying \$100,000/\$300,000 coverage (needed each time policy is renewed).
- **A current certified 10 year DMV report of your driving record, also referred to as an H6 Report** (needed each year)

Driver's History Report: due at the beginning of each school year for all drivers, including those who will only be driving their child. Reports indicating past violations will be sent to CMP Central Administration for review and for a decision on parent driver eligibility. (Note: On-line DMV and insurance company reports are not certified and do not meet CMP requirements.)

Please refer to the following driver history reports:

Form H-6 - DMV 10 Year Driver History Report: due once when requesting to drive on a CMP field trip, or upon request. You may obtain this report by: 1. Visiting your local DMV office 2. Paying the fee.