



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 Monday, September 30th**), 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 (even if you chaperone JUST your child):

- **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 (even if you drive JUST your child):

- **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 3 year DMV report of your driving record, also referred to as an K4 Report** (needed each year)

Driver's History Report: A certified copy of your driving history from the DMV, Form K4. These reports can be requested in person, or mail-requested and the reports cost \$2-5. The report must be a **certified copy with the DMV Seal**. We recommend you make an appointment with the DMV office of your choice to save time. Please note, your report be turned into CMP within 30 days of the report date and we will ask for an updated copy if later than 30 days. Also, this report needs to be turned in annually to CMP