



## VOLUNTEER & DRIVER INTRODUCTORY LETTER AND CHECKLIST

Dear MCP Parent,

Thank you for volunteering at MCP. This letter introduces you to the procedure and forms necessary to become a volunteer or driver at MCP.

No person may volunteer with MCP students, or volunteer to drive MCP students, until all of the required items listed on the checklist below have been completed. The forms are all directly linked below (click on the underlined text). This letter can be found the Parents Association Page, Parents Page and Athletics Page of the MCP website.

All drivers and all MCP volunteers must complete the Live Scan process. The Live Scan form is a triplicate form which must be picked up from Lori Wooldridge in the MCP office. Upon request, this form may also be sent home with your child. Live Scan finger printing is available at New Family Orientation in May and Back to School Night in August, the cost is \$20 and the form will be provided. (Bring valid California Driver's License or passport.) A list of alternate Live Scan locations is also available from Lori Wooldridge.

In order to insure the integrity of the sport/field trip/school event and procedures, students shall be transported from school to the event, and always returned to MCP after the event. Should a parent wish any deviation from the standard round trip for their child, the parents shall provide a written and signed permission to the school prior to their student's participation in the event. Examples of acceptable deviations from the standard: Parents have arranged to pick up their own child from the event, parents have arranged for someone other than the original driver to take their child home.

### CHECKLIST OF ITEMS TO BE COMPLETED

#### For All Volunteers

Live Scan Finger Printing (Form from School Office)

[Virtus Online\\*](#) (Complete online)

*By clicking the link above, you will be taken to an instruction page on how to complete the online training*

#### To Be Completed

Once thru Monterey Diocese

Once while at MCP

#### Done

#### For Drivers (In Addition to Above)

Copy of Current, Unrestricted CA Driver's License

[Driver Information Form](#) (Print, complete & sign)

[Waiver & Release Form](#) (Print, complete & sign)

[Defensive Driver Training Video](#) (Watch & print certificate)

Update as needed

Each academic year

Each academic year

Once while at MCP

Completed forms/certificates should be brought to Lori Wooldridge in the MCP office. Questions may also be directed to Lori at ext. 200.

Thank you for your cooperation to ensure the safety of our children, and thank you again for volunteering at MCP.

Sincerely,  
Lori Wooldridge  
Mission Prep Office

682 Palm Street  
San Luis Obispo  
California 93401  
805.543.2131  
[missionprep.org](http://missionprep.org)