

## 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 LiveScan process. The LiveScan form is a triplicate form which must be picked up the MCP Front Office. Upon request, this form may also be sent home with your child. LiveScan fingerprinting is available at New Student Orientation in May and Back to School Night in August/September, the cost is \$25 and the form will be provided. (Bring a valid California Driver's License or passport.) A list of alternate LiveScan locations is also available in the main office. Most UPS stores offer LiveScan services.

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 include: Parents have arranged to pick up their own child from the event, or 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)

#### To Be Completed

Once thru Monterey Diocese

Update every 3 years

#### Done

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*By clicking the link above, you will be taken to an instruction page on how to complete the online training. To renew Virtus, complete Keeping the Promise Alive 4.0 within your personal Virtus Online dashboard.*

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

Copy of Current, Unrestricted CA Driver's License

[Driver Information Form and Waiver & Release](#)

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

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

Update as needed

Each academic year

Once while at MCP or as needed

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Bring completed forms to the MCP main office or email Karen Beaudin at [kabeaudin@missionprep.org](mailto:kabeaudin@missionprep.org).

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

Sincerely,  
Mission College Prep Main Office

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(revised June 2022)