



# THE KING'S ACADEMY

May 18, 2022

Dear Volunteers,

The King's Academy recognizes that a volunteer's contribution of their time, talent, and resources are vital to the well-being of our school and students. Last year, we implemented a new process for those who wish to volunteer. Many thanks to all who submitted their documentation. Thank you for investing your time with the goal of keeping each TKA student safe.

For this coming year, we have created a Google form, which will be the method used to upload the documents and information required to volunteer. Please note we will no longer accept hard copies of your documents on campus. We ask that you please read the instructions thoroughly before beginning the process.

With sincere appreciation,

**Matt Nisbet**  
**Operations Director**



**THE KING'S ACADEMY**

*A Christ-centered School Inspiring Academic Excellence,  
Servant Leadership, and Enduring Relationships*



## THE KING'S ACADEMY

**STEP ONE – FULFILL THE MANDATORY VOLUNTEER REQUIREMENTS.** Please complete this Google form as soon as possible so you may volunteer or drive for TKA events.

Dear Volunteers,

The King's Academy recognizes that a volunteer's contribution of their time, talent, and resources are vital to the well-being of our school and students. Thank you for investing your time in this process.

### **STEP TWO – MINIMUM VOLUNTEER REQUIREMENTS**

Last year, TKA implemented a new process for those who wish to volunteer. This year, we have created a Google form to simplify the process. Please read this thoroughly before beginning the process.

1. Obtain DOJ/FBI fingerprint clearance (Live Scan).
  - This is required only one time for TKA.
  - Link to the instructions: [Live Scan Instructions](#) (Please read)
  - Link to the appointment website: [Live Scan Appointments](#) (TKA will cover the fees).
  - NOTE: It is imperative you save the Live Scan document you receive from the Sheriff's Office.
2. Completion of Tuberculosis Risk Assessment and Certificate: [TB Assessment Form](#)
  - The form is valid for four years.
  - NOTE: It is imperative you save the TB results document from your health provider.

### **STEP THREE - VOLUNTEERING TO DRIVE STUDENTS OTHER THAN YOUR OWN**

In addition to having completed steps 1 and 2 above, if you plan to drive students to events such as VPA, field trips, retreats, service trips, clubs or athletics, you are also required to complete the Volunteer Driver portion on the Google form.

#### **SUBMIT ANNUALLY - The King's Academy Adult Volunteer & Driver Google Form**

3. A color copy of your current California Driver License (both sides).
4. A copy of your auto insurance policy declaration page showing the amount of liability coverage.

#### **SUBMIT ONE TIME ONLY**

5. A copy of your DMV driver's record. Link to form: [Driver's Record Request](#) (Volunteers pay a \$2 fee).
6. DMV Driver Record Form #1101. This program will notify TKA of any actions taken against your California Driver's License. Link to form: [DMV Form #1101 "Authorization for Release of Driver Record Information"](#)

### **STEP FOUR – COMPLETE THE GOOGLE FORM**

Please have hard copies of the required documents (Items 1-6) with you before attempting to complete the Google form.

Link to Google Form: [TKA Adult Volunteer and Driver Form](#)

**Deadline to complete Google form - August 16, 2022**