

CBHS Packet Instructions to complete the Volunteer Process

Hello,

Attached to the CB Main website under 'Parents' – 'Volunteerism' are the forms you need to complete background clearance for the volunteer process.

Once each item is complete, please scan and return to volunteer@cbhs-sacramento.org. When sending please include your name in the subject line.

Requirements:

1. **Fingerprint Clearance** – Location: **Capital Live Scan at 5706 Broadway, Sacramento, CA. 95820**; Phone number: (916) 456-5260
 - Complete the information requested in the highlighted area.
 - Take the *Request for Live Scan Service* form to Capital Live Scan. Remember to bring your identification.
 - The clerk will add additional information.
 - Send the completed copy to volunteer@cbhs-sacramento.org.
 - Keep a copy for your records.
 - Christian Brothers will be billed. You will be responsible for the payment if you go to another location.

2. **TB Risk Assessment** – Location: **Concentra at 1675 Alhambra Suite B, Sacramento, CA.** Phone number: (916) 451-4580
 - A TB Risk Assessment is required for anyone working within the student population. Please make arrangements to have your screening completed as soon as possible.
 - A qualified practitioner must review your *Risk Assessment Questionnaire*.
 - **If a TB test is needed:** You must test, then return to the location for the reading after 48 hours but no later than 72 hours.
 - **If a TB test is NOT needed:** The *Risk Assessment Questionnaire* forms will be scanned by Concentra and sent to CBHS Human Resources. **No action** by you is required.
 - Christian Brothers will be billed. You will be responsible for the payment if you go to another location.
 - TB test results are good for four years.
 - i. If you have been tested in the last four years; and have a TB Clearance Certificate, you can supply us with a copy of your negative test results.
 - ii. Send to volunteer@cbhs-sacramento.org.

Please feel free to contact us if you have any questions or concerns at volunteer@cbhs-sacramento.org.