



## TAMARUS VOLUNTEER APPLICATION PROCEDURE

ALL parent volunteers (carline, classroom helpers, Field Trip chaperones, etc.) must be approved before participating in any volunteer activities. Once approved, volunteer status (including background check and fingerprint check) will be valid for **5 years**. All volunteers must adhere to the code of conduct in the school Handbook.

### **STEP 1**

Obtain a copy of the “Parent Volunteer Agreement” which contains information on requirements. It is available on the PTO website <https://www.caslvtamaruspto.com/>

### **STEP 2**

Complete your application. A complete application will consist of:

- 1) The “Volunteer Agreement” filled out and signed,
- 2) The “Fingerprint Background Waiver” completed and signed, and
- 3) A copy of your Covid-19 vaccination card (this is no longer required)

### **STEP 3**

Email your completed application to: [mpalacios@coralacademylv.org](mailto:mpalacios@coralacademylv.org) or [msardinas@coralacademylv.org](mailto:msardinas@coralacademylv.org)

-or-

Turn in physical copies of your application to the Tamarus front office

### **STEP 4**

**Wait!** Before fingerprinting you will need a voucher. The Tamarus Administration will review your application and send it to CASLV Human Resources. If approved, Human Resources will email a voucher to the email address you provided on your application form.

### **STEP 5**

After receiving the voucher, take it, along with government issued photo ID, form of payment (and to be safe also your application) to any Fingerprint Xpress location. <https://www.fingerprintingexpress.com/>

<b>Southwest Las Vegas</b> 6485 S Rainbow Blvd Suite #103 Las Vegas, Nevada 89118 702-489-7994 Mon - Fri: 9 AM to 6 PM Saturday: 9 AM to 2 PM Sunday: Closed	<b>Central Las Vegas</b> 1350 E Flamingo Rd Suite #11 Las Vegas, Nevada 89119 702-823-3155 Mon - Fri: 8 AM to 5 PM Saturday: Temporarily Closed Sunday: Closed	<b>Northwest Las Vegas</b> 2351 N Rainbow Blvd Suite #102 Las Vegas, Nevada 89108 702-331-3090 Mon – Fri: 9 AM - 6 PM Saturday 9 AM - 2 PM
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With the voucher you are entitled to discounted rates. When your background check is complete and your application is fully approved, you will be placed on the volunteer list. You can also check with the Tamarus office (addresses in STEP 3) to check on your status.