



## Onboarding Process for ECS Volunteers

**Thank you** again for your interest in partnering and serving with us. We are thrilled you have chosen to invest in the men, women and children we serve each day! Below are steps for completing our volunteer onboarding process. Please complete these steps to apply for what promises to be a meaningful, mutually beneficial service experience!

- 1) **Complete a Volunteer Application** (general, group, or student application).
- 2) Work with ECS' Community Engagement Coordinator to **determine the best fit** (program, role, project, one-time, ongoing, etc.) for your volunteer service.
- 3) **Complete a Live Scan background check.** We will send the information and form to you once we have determined a good fit, your role, etc.
- 4) **For homeless programs, complete a TB skin test,** or share the results if you've had a screening in the past 12 months.
- 5) **For Head Start programs, make sure you are up to date on required immunizations.**
- 6) **Receive orientation for your program and volunteer role and get started!**

### Volunteer Application

Please complete a volunteer application. There are applications for individual youth/students, individual adults, and groups, so choose the one that best fits you or your group. You may download the form from the Volunteer page on our website (a drop down option under the "Get Involved" tab), or contact Deann Rios at [drios@ecscalifornia.org](mailto:drios@ecscalifornia.org) or 619-228-2840 to request an application.

### Live Scan

For the Live Scan background check, please complete and print the "Request for Live Scan Service" form which will be provided to you by ECS. This form includes our agency name, address, and codes. Take this completed form to QwikPrints Live Scan Fingerprinting, located at 629 3<sup>rd</sup> Avenue, Suite F, Chula Vista, CA 91910. They will take your fingerprints and send them off for the background check. The results will be sent to our office, usually within 7-10 days. We will contact you with the results.

You will need to plan to pay the Live Scan processing fee. The cost is \$37, payable by cash, Visa, Mastercard, or money order. QwikPrints' hours are Monday-Friday, 9am to 5pm; they are closed on Saturday and Sunday. Their phone number is 619-585-0022.

### For regular volunteers with our homeless programs - Tuberculosis (TB) Test

If you have had a TB skin test in the past 12 months, simply provide us with the written results from the doctor, clinic, etc. where your test was completed.

If you have not, ECS will provide you with a Volunteer Tuberculosis Test Verification form. You will need to go to your doctor or a clinic of your choice for the test and complete/return the form to ECS with your test results attached. Note that this screening involves two visits to your doctor, clinic, etc., one for the skin test and a second visit two days later to have it read. And if the skin test comes back

positive, a chest x-ray will be run for an additional fee. One affordable option for this test, with multiple locations in San Diego, is US Healthworks. Their cost for the two-part test should be \$30.

**For regular Head Start volunteers – Verification of Vaccinations**

Regular Head Start volunteers may be asked to show verification of recent measles/MMR, whooping cough, and flu shots.

**Questions?**

If you have questions, please contact Deann Rios, Community Engagement Coordinator, at [drios@ecscalifornia.org](mailto:drios@ecscalifornia.org), 619-694-9892 (work cell), or 619-228-2840 (direct line).

**We look forward to serving with you!**