



Special Projects Services Volunteers in Public Schools

VIPS APPLICATION PROCEDURES

NEW VIPS

Interested volunteers should complete the following steps:

1. Complete the VIPS application form. (Forms available in English, Spanish, and Khmer.)
2. Obtain TB testing from your health care provider or any of the clinics listed on the attached referral form.
3. Return completed application and a copy of the TB results to the VIPS Coordinator at your school site.
 - The school VIPS coordinator will send **COPIES** of the application and TB results to the VIPS Office in Special Projects, Administration Building. **Please keep your originals. We will NOT be able to look up applications or TB results after they have been processed.**
 - VIPS office will process application, clearing VIPS for TB and Megan's Law.
 - VIPS office sends Approval form and VIPS badge to the school VIPS Coordinator.
 - VIPS are contacted by the VIPS Coordinator and may begin to work at the school site.

RETURNING VIPS, FORMER VIPS, OR VIPS TRANSFERRING FROM ANOTHER SCHOOL

1. **If returning to the same school,** please check the date of the TB test using VIPS records at your school site or call the VIPS Office at ext. 8457. If the TB results are still current, the VIPS may continue at the school site.
2. **If transferring from another school,** please call the VIPS Office, ext. 8457 to verify that the applicant has been approved and that TB results are still current. Have the applicant fill out a NEW VIPS application. After it is signed by the principal, send a copy to the VIPS Office. We will process it within a few days and send you the approval slip and badge.
3. **If the VIPS TB test date has expired, (4 years for TB test, 10 years for x-ray),** request an updated TB test. Submit a **new** application with TB test results. They will need to be re-approved and cleared for Megan's Law.

PLEASE LET THE VIPS OFFICE KNOW:

1. About any volunteers no longer at your site. We will remove them from the ACTIVE VIPS database.
2. Any updates in name/address/phone number so that the database remains accurate.
3. If you need any replacement badges. We will verify that the VIPS has been approved and issue a new badge. PLEASE REMEMBER TO SEND BADGES NO LONGER BEING USED BACK TO THE VIPS OFFICE.