



## MOUSE Squad of CA Student Tech Support Program Volunteer Checklist

Volunteer: \_\_\_\_\_

- Register to volunteer, at [ca.mousesquad.org](http://ca.mousesquad.org) Click on Student Tech Support, then Become a Volunteer, then Volunteer Registration link.
- Attend Volunteer Orientation: Date \_\_\_\_\_
  - Sunset Neighborhood Beacon Center (SNBC), San Francisco
  - ASPIRAnet Office, South San Francisco
  - MSCA office, San Mateo
  - Foothill College/KCI, Los Altos Hills
  - Resource Area For Teaching (RAFT), San Jose
  - Santa Clara County Office of Education (SCCOE), San Jose
  - Company: \_\_\_\_\_
  - School Site: \_\_\_\_\_
  - Other: \_\_\_\_\_
- Sign Ethics Agreement: Date signed \_\_\_\_\_
- Identify Tentative Placement Choices:
  - 1<sup>st</sup> Choice Site: \_\_\_\_\_ Day(s): \_\_\_\_\_ Time(s): \_\_\_\_\_
  - 2<sup>nd</sup> Choice Site: \_\_\_\_\_ Day(s): \_\_\_\_\_ Time(s): \_\_\_\_\_
  - 3<sup>rd</sup> Choice Site: \_\_\_\_\_ Day(s): \_\_\_\_\_ Time(s): \_\_\_\_\_
- Take TB Skin Test (within the last 6 months, test good for 4 years):  
Date taken: \_\_\_\_\_  
Copy sent to ASPIRAnet: \_\_\_\_\_ Copy given to school/agency: \_\_\_\_\_  

(Fax to Elaine Silver @ 650-866-4083, or mail to Elaine Silver, ASPIRAnet,  
400 Oyster Point Blvd., So. San Francisco, CA 94080).
- Introductory meeting at potential volunteer site or training with local staff. Date \_\_\_\_\_
- Complete Fingerprinting/Live Scan  
ASPIRAnet                      Date taken: \_\_\_\_\_                      Date cleared: \_\_\_\_\_  
  
Site (if needed)              Date taken: \_\_\_\_\_                      Date cleared: \_\_\_\_\_  
(See volunteer policies for district)
- Arrange for Final Placement with Instructor(s) \_\_\_\_\_
  - Site: \_\_\_\_\_
  - Scheduled Day(s): \_\_\_\_\_ Time(s): \_\_\_\_\_
  - Contact Information: \_\_\_\_\_

Start Date: \_\_\_\_\_

2/2008