

# Steps to Volunteering For REST Regional Emergency Shelter Team

1. Complete the Volunteer Resources Form.

You can mail it to R.E.S.T., P.O. Box 688, Yuba City, CA 95992

or deliver it to Hands of Hope, 909 Spiva Avenue, Yuba City.

Hands of Hope is open Tues., Wed., and Thurs., noon to 6:00 p.m.

2. Complete the 'Request for Live Scan Service' (form attached) and get your fingerprints scanned for the Dept. of Justice background check. This check is for felony convictions only and is confidential. Fingerprinting directions are also attached.

Live Scan needs to be done **ASAP** as it can take 2 - 4 weeks for clearance.

3. Attend the next Volunteer Training. You only need to attend ONE Session.

Training Dates are: **Mondays** 6 - 8:30 pm **Oct. 18, Nov. 1, Nov. 15, Dec. 6**

**Saturday** 10:00 am - 12:00 noon **Dec. 4**

4. When we receive your fingerprint clearance and you have completed the training class, you will be notified and given instructions on how to sign up for volunteer shifts.

Volunteer Shifts—Approximate Times

1. Morning Portal: 6:30 am - 8:00 am

2. Intake Portal: 5:30 p.m. - 7:00 pm

3. Overnight Supervisor: 6:30 pm - 7:00 am

4. Drivers: AM 6:15-7:15 and PM 6:15-7:15

**Questions: email [rest.yubasutter@gmail.com](mailto:rest.yubasutter@gmail.com)**

**Valerie Loewen**, Volunteer Coordinator/Morning Portal & Intake 218-1985

**Jacque Bockius**, Overnight 671-7637

**Ruth Trisch**, Meals and Overnight 845-1544

**Dennis Green**, Drivers 701-1585

(Rev. 10.16.10)

## REST Volunteer Resources Form

**Mail to:** Regional Emergency Shelter Team (REST), P.O. Box 688, Yuba City, CA 95992  
Or **Deliver to:** Hands of Hope, 909 Spiva Avenue, Yuba City, CA

*Note:* All volunteers working at the shelter or intake must be able to pass a background check and attend the training class. To pass the background check, one must not have been convicted of a felony.

**Date** \_\_\_\_\_

**First Name** \_\_\_\_\_ **Last Name** \_\_\_\_\_

### Contact Information:

Street or P.O. Box \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Is this address your \_\_\_\_\_ home \_\_\_\_\_ place of work \_\_\_\_\_ other

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email address \_\_\_\_\_

Congregation/Group/Individual: \_\_\_\_\_

Have you volunteered to provide services to people without shelter before? Yes No

If yes, briefly describe: \_\_\_\_\_

### Emergency Contact Information

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

### **Check the areas in which you would like to volunteer.** You may check more than one!

Morning Portal 6:30 am – 8:00 am

Intake Portal 5:30 pm – 7:00 pm

Overnight Supervisor 6:30 pm – 7:00 am

\*Driver 6:15 am – 7:15 am  \*Drivers are not required to be fingerprinted or attend training.

6:15 pm – 7:15 pm

I have a Class B license \_\_\_\_\_. I have a Class B license w/passenger endorsement \_\_\_\_\_.

I am willing and able to get a Class B license with a passenger endorsement \_\_\_\_\_.

- Mail this form to REST or deliver to Hands of Hope
- Complete your Live Scan fingerprinting at UPS, 1040 Lincoln Road, Ste #A, Yuba City
- Attend the REST training at Hands of Hope
- You will be notified of clearance from Live Scan and given instructions for signing up for shifts.
- Please call us if you have not heard from us within 45 days.



### REQUEST FOR LIVE SCAN SERVICE

#### Applicant Submission

AA585

ORI (Code assigned by DOJ)

Employment

Authorized Applicant Type

Volunteer

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

#### Contributing Agency Information:

Hands of Hope

Agency Authorized to Receive Criminal Record Information

11929

Mail Code (five-digit code assigned by DOJ)

P O Box 88

Street Address or P.O. Box

Mike Mannshardt

Contact Name (mandatory for all school submissions)

Yuba City

City

CA 95992

State ZIP Code

(530) 674-7715

Contact Telephone Number

#### Applicant Information:

Last Name

First Name

Middle Initial

Suffix

Other Name

(AKA or Alias) Last

First

Suffix

Date of Birth

Sex  Male  Female

Driver's License Number

Height

Weight

Eye Color

Hair Color

Billing

Number N/A

(Agency Billing Number)

Misc.

Number N/A

(Other Identification Number)

Place of Birth (State or Country)

Social Security Number

Home

Address Street Address or P.O. Box

City

State

ZIP Code

Your Number: \_\_\_\_\_

OCA Number (Agency Identifying Number)

Level of Service:  DOJ  FBI

If re-submission, list original ATI number:  
(Must provide proof of rejection)

Original ATI Number \_\_\_\_\_

Employer (Additional response for agencies specified by statute):

N/A

Employer Name

Mail Code (five digit code assigned by DOJ)

Street Address or P.O. Box

City

State

ZIP Code

Telephone Number (optional)

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed

## Live Scan fingerprinting for volunteer service with R.E.S.T. (rev. 9.9.10)

As a prospective volunteer, you will be fully trained and prepared for service, and will complete a background check through the Live Scan fingerprint system.

1.) Complete the Request for Live Scan Service to get your fingerprints scanned for the Dept. of Justice background check. This check is for California felony convictions only, is confidential, and is taken by teachers, childcare providers, medical personnel, and other professionals throughout California.

2.) The Request for Live Scan Service (RLSS) has six sections. Sections 1 and 2 are already filled out. You must fill out Section 3 only (it begins with “Name of Applicant”). The fingerprint technician will fill out the rest.

3.) Take your filled-out RLSS to the UPS Store at 1040 Lincoln Rd., Ste # A, Yuba City. They do fingerprinting Monday–Friday 9 am to 7 pm, and Saturday 10 am to 4 pm. The Live Scan fee is \$25. Tell them you are from REST/Hands of Hope and they will give you a \$ 5.00 discount (no other discounts or coupons apply.)

The clerk at the UPS store will submit your fingerprints electronically and keep the original RLSS. You will be given two photocopies of your RLSS. Keep one of the copies (and the receipt) for yourself. The other copy needs to be returned to REST in the envelope you will be given at the training.

4.) Fingerprint clearance usually takes about two weeks. Your results will be confidentially reported to REST/Hands of Hope. You will be called by REST when your fingerprints clear and you may sign up to work in the evening portal, the overnight shelter, or the morning portal.