



To be cleared to start volunteering, you must complete an online form and in-person appointment for a Livescan fingerprinting / background check.

COMPLETE THE ONLINE FORM

1. To open the online form, click this link:
 - https://elcamino.formstack.com/workflows/volunteer_form_fy25
2. Please complete the fields that require your personal information.
3. In the “Division” field, please enter: **Special Resources Center**
4. In the “HR Technician” field, please select: **Connie Nguyen**
5. In the “Start Date” field, please input your **anticipated start date**.
6. In the “End Date” field, please input your **actual end date (no later than June 30, 2025)**.
7. In the “Type of Work Assigned” field:
 - Please enter a brief description of the type of volunteer services you will provide. If these services are affiliated with an organization outside of El Camino College, please include the name and contact information of the organization.
 - **If you are assisting a specific student, please also include that student’s name and student ID #.**
8. In the “Supervisor Name” field, please enter the **name of the El Camino College employee to whom you will report**.
9. In the “Dean/Director” field, please enter: **Gary Greco – ggreco@elcamino.edu**
10. Answer the “Convictions” question.
11. Sign the form electronically.
12. Click “Submit” so that your submission can be sent to Gary Greco for approval.

SCHEDULE YOUR IN-PERSON APPOINTMENT

13. Wait for an email notification from Formstack showing that Gary Greco has approved your request.
14. Once you receive approval from Director Gary Greco, your HR Technician, Connie Nguyen will email you a link to schedule your appointment. You should expect this email within 48 business hours of Gary’s approval. If you cannot find this email, call 310-660-3807 or email chnguyen@elcamino.edu

AFTER YOUR APPOINTMENT

15. During the appointment, Connie will let you know when to expect clearance. Usually it is within 48 – 72 business hours unless there is a delay from the DOJ/FBI with your fingerprinting results and background check.
16. After you have been cleared, you will receive an email notification from Formstack. Connie will also email you and your supervisor of your status. If you do not receive any status update email, please email Connie chnguyen@elcamino.edu or call 310-660-3807
17. Once you receive the final Formstack email or the status email from Connie, you may begin to work with your supervisor to coordinate your volunteer schedule.