



Girls on the Run of the Bay Area
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Dear GOTR Volunteer Coach,

Due to requirements by our insurance provider, any volunteer who may ever be in a one-on-one unsupervised situation with a participant of *Girls on the Run of the Bay Area* must be fingerprinted and the prints submitted to the Department of Justice for clearance.

As a result of this requirement, each coach must be fingerprinted by an authorized Live Scan operator prior to the first day coaching. This requirement includes returning coaches. However, once you complete the Live Scan process, you will not be required to do so in subsequent seasons.

Please follow the simple steps below:

- 1) Refer to the attached list of Live Scan locations to locate one convenient for you. We recommend making an appointment by phone to reduce time spent waiting in line. Some of the locations may require you to pay in advance by credit card.
- 2) Prior to your appointment, print the "Live scan fingerprinting form sample" found on our website under "Volunteer: Become a Coach".
- 3) Upon completing your Live Scan, please return a copy to *Girls on the Run of the Bay Area*.

The Live Scan operators charge a "rolling fee" of \$14 - \$24 depending on location. Unfortunately, there is no way for us to set up a billing system for this step. If you would like GOTRBA to refund your rolling fee, please write "refund" on the top of the yellow copy before you return it to us. We will send you a refund check within two weeks. Please note that *Girls on the Run* can only refund volunteers up to \$30 for Live Scan services.

If you have been previously fingerprinted for a job, volunteer position, or any other reason, you are **still required** to be fingerprinted before participating as a *GOTRBA* coach. Live Scan results are non-transferable to other agencies.

We apologize for the inconvenience of this process but must adhere to the requirements of our insurance, which help protect you as a volunteer, as well as the girls participating in our programs.

If you have any questions at all about this process, please contact the *Girls on the Run* office at (415) 863-8942.

Thank you,

Natalie Stack
Volunteer and Outreach Coordinator