



# Simple Steps

## To Volunteer at KS Hawai'i for SY 2020-2021

1

### Complete the Volunteer Application



Download and complete the volunteer application.

[https://www.ksbe.edu/article/ksh\\_article/register-to-volunteer-at-ks-hawaii/](https://www.ksbe.edu/article/ksh_article/register-to-volunteer-at-ks-hawaii/)

Return application to your division office or kumu.

**Elementary:** Kanoe Awong, laawong@ksbe.edu

**Middle:** Isha Charbonneau, ischarbo@ksbe.edu

**High:** Flo Vilorio, flvilori@ksbe.edu

2

### Next Step Instructions from Volunteer Program Coordinator



**From:** Kapaalani Comstock  
**Subject:** Next Step Instructions to Volunteer at KS Hawai'i

You will receive an email from the Volunteer Program Coordinator confirming that your application to volunteer has been received. It will also include next step instructions on the clearance process.

3

### Complete your background check



**From:** HireRight Customer Support  
**Subject:** Kamehameha Schools Background Verification Request

You will receive an email from HireRight. Click on your unique link, create a password, and provide the required information.

**Results typically take 1-2 weeks to be returned.**

4

### Complete the online safety training: Ensuring a Safe Learning Environment

Go to [ks.litmos.com/self-signup](https://ks.litmos.com/self-signup) to register for the Volunteer Training.

Use the code: **kshvolunteers2021**

Then check your email with instructions to login.



**From:** Kamehameha Schools  
**Subject:** Kamehameha Schools Team Update

5

### Provide a TB Clearance

TB Clearance required **ONLY IF** you anticipate volunteering for more than 30 days within the school year. TB Clearance must be issued within past 12 months or issued after age 16.



6

### Receive Clearance

When the process is complete, you will receive an email confirmation once you are cleared to volunteer.

**Volunteer clearance is valid through July 31, 2021**



If you have any questions or need any assistance, please feel free to contact:

Kapaalani Comstock, KSH Volunteer Program Coordinator.

[kacomsto@ksbe.edu](mailto:kacomsto@ksbe.edu)

808-982-0016