



Dear Valued Volunteers,

Thank you for your dedication to California State Parks. Your work as docents and visitor center staff has been invaluable in connecting children with nature and helping visitors access both information and park-supporting merchandise. Your service makes a meaningful difference in our community.

I'm writing to inform you about an important policy requirement that we are mandated to comply with under the Volunteer in Parks Program. All volunteers who work with children or handle money must complete a Live Scan background check as part of the Volunteers in Parks Program. This requirement helps ensure the safety of our young visitors. You are receiving this letter because you have been identified as volunteering in one of the program areas in which a live scan is required.

To make this process as convenient as possible, we've arranged for cost-free Live Scan processing at:

AIM Mail Center
708 Gravenstein Highway North
Sebastopol, CA 95472
707-823-7007

Hours:

- Weekdays: 9:30 AM - 5:00 PM (walk-ins welcome, appointments accepted)
- Saturdays: 10:30 AM - 2:00 PM (by appointment only)

The process is simple:

1. Visit AIM Mail Center during business hours, or by appointment
2. Identify yourself as a California State Parks volunteer
3. Complete the "Applicant Information" section of their provided form
4. Get your fingerprints scanned
5. Keep your copy of the completed form

AIM Mail Center will bill us directly, so there will be no out-of-pocket expense for you. We recognize this may be an inconvenience but are confident you will understand as it is for the protection and safety of our children.

Best regards,

Bill Maslach
District Superintendent
California State Parks