



Volunteer Application Guidelines

Please begin this process at least **two weeks** prior to the event or activity for which you are volunteering.
The process for trips out of town, the state or the country may take longer.

For all volunteers

- All volunteers must complete a volunteer application, which is available at schools or on the Bay District Schools web site.
<http://www.bay.k12.fl.us/OurDistrict/Forms/tabid/783/DMXModule/2489/Default.aspx?EntryId=409>
- After all information has been filled in on the application, submit the application to the school principal at the school where you would like to volunteer.
- When you submit your application, you will be asked to present your driver license to be scanned for an electronic check through the sexual predator/offender database. There is no cost to you for this background check.

Volunteer applicants can be disqualified for reasons listed on the Jessica Lunsford Law Background Screening Standards for Disqualification found on the district web site.

<http://www.bay.k12.fl.us/OurDistrict/Forms/tabid/783/DMXModule/2489/Default.aspx?EntryId=409>

You will be notified if your volunteer application is denied. The principal will also be notified if your application is denied.

For unsupervised volunteers

- If the principal determines that you will be volunteering to accompany students in a capacity that is not under the direct supervision of a school district teacher or authorized employee, you will be asked to submit to a higher level background check. Unsupervised volunteers, like volunteer coaches and chaperones for overnight, out-of-town trips, are required to get a district badge after being finger printed and cleared through *Volunteer & Employee Criminal History System (VECHS)*. Complete the first two steps above and then follow the instructions below.

Get both the VECHS Waiver and VECHS Fingerprint Sheet found on the district web site at

<http://www.bay.k12.fl.us/OurDistrict/Forms/tabid/783/DMXModule/2489/Default.aspx?EntryId=409>

Complete the forms and take them to the District Safety & Security Office at 1140 West 17th Street and present your driver license. The fee for this background check is listed on the fingerprint sheet that you will complete. Call 767-4347 for questions about this part of the process.

For volunteers who will transport students

- Complete the appropriate steps above and get approval from the principal to transport students.
- Contact the District Office of Risk Management to set up a time for a check and clearance of your Motor Vehicle Registration through the Florida Department of Motor Vehicles. *Call 767-4203 for questions about this part of the process.*

**After you have completed the forms and procedures to be a school volunteer, return to the school and notify the principal or sponsor that you have been approved.*

Thank you for your service to the students and staff of Bay District Schools.