

Sarasota County School District Procedure for Approving Non-Staff, Non-Paid (Volunteer) Coaches

Non-staff, non-paid coaches may interact with students outside the supervision of district staff. Sarasota County School District requires passing a criminal background screening to include an FBI fingerprint check. Non-staff, non-paid coaches are processed through the Human Resources Department.

The following outlines the procedure for becoming a Non-staff, non-paid coach:

1. The Athletic Director at the school where the person will coach completes a coach processing form.
 - a. The Athletic Director must submit the coach processing form directly to Human Resources (HR) in advance. It can either be emailed to HR.FRONTDESK@SARASOTACOUNTYSCHOOLS.NET or faxed to 941-927-4020. **The application will not be processed without the coach processing form.**
 - b. The coach processing form must be provided each time a non-staff, non-paid coach is renewed.
2. The candidate reports to HR to:
 - a. Complete the Security Background Check form
 - b. Complete the ID security badge form
 - c. Complete the Anti-Fraud form
 - d. Obtain the fingerprint form from HR
3. The candidate will take the fingerprint form with their \$90 fee to the Safety and Security office.
 - a. The fingerprinting fee can be paid by money order, cashier's check, VISA, or MasterCard. No personal checks or cash accepted.
 - b. The ID badge photo is taken at the time of fingerprinting.
4. The ID badge will be sent directly to the Athletic Director.

Please note: *The only time that a non-staff, non-paid coach would need to be registered with the district as a volunteer is when they volunteer outside of their coaching responsibilities (e.g., academic tutoring, non-athletic field trip chaperone, volunteering at another school in a non-coaching role). In these cases, the non-staff, non-paid coach should contact the Volunteer & Partnership Office to have their screening results applied to their volunteer application.*