



## PROCEDURES FOR LEVEL 2 VOLUNTEER CHAPERONE CLEARANCE

Thank you for your willingness to work as a volunteer chaperone in the Sarasota County School District. School district procedure requires that individuals serving as chaperones for all overnight field trips and some daytime activities must have Level 2 approval, which requires fingerprinting for a criminal background screening. To apply for Level 2 approval, volunteers must first be registered as an approved and active volunteer in the Sarasota County School District volunteer registration system (*Volunteers Count!*). Volunteers who are uncertain about their volunteer registration status can ask the school-based Volunteer Coordinator if they are on the school's list of approved and active volunteers.

- **If not already an approved volunteer with an active registration**, the individual must register as a volunteer on *Volunteers Count!* They can do this online at home, at any school, or at the Community Involvement office in the Landings. **Please note: all volunteers must scan their ID through the school RAPTOR system to be approved as volunteers in our system.** Registrations are processed around seven days, sometimes longer at the beginning of the school year. Once approved, the volunteer's name will appear on the *Approved Volunteer* list at the school(s) for which they registered. Volunteers who enter an email address during registration will receive an email when they are approved.
- **Those volunteers approved at Level 1** may apply for Level 2 background screening by going to the Department of Safety and Security District Office:
  - **Sarasota County School District Department of Safety and Security** – Level 1-approved volunteers can make an appointment for fingerprinting with the Sarasota County School District Department of Safety and Security at the school district administration complex - 1960 Landings Blvd., Sarasota, FL 34231, **Safety and Security, blue awning.**
    - Fingerprinting hours are 8:00am – 3:30pm **BY APPOINTMENT ONLY.**
    - Cost is \$38.00. **We accept Visa, MasterCard, and Discover credit and debit cards (no preloaded cards). Also money order or cashier's check** made payable to Sarasota County School District.
    - To schedule an appointment, call 927-9000, ext. 31132.

Once approved at Level 2, the volunteer's name will appear on the *Approved Volunteer* list at the school(s) for which they registered with the notation of Level 2 approval. Volunteers will not receive notice when approved and will be contacted only if there is a problem with the fingerprints or if not approved.

## **IMPORTANT INFORMATION – PLEASE READ BEFORE SCHEDULING YOUR APPOINTMENT**

- **Please be advised that the fingerprint costs are non-refundable if not approved as a volunteer.**
- Volunteers must present a current photo ID at the pre-scheduled fingerprinting appointment. Acceptable forms of ID include the following: state or federally issued driver license, state ID, military ID, or alien registration card with photo. Expired photo ID cards are not accepted.
- Schedule the appointment 2-3 weeks prior to the date the school needs proof of Level 2 approval.
- Volunteers must reactivate in the volunteer registration system at the beginning of each school year. The Level 2 clearance will stand from year to year for those volunteers who reactivate and who have no criminal dispositions.
- For questions regarding school district volunteer requirements, call 927-9000, ext. 31500.
- For questions regarding the Level 2 screening process, call 927-9000, ext. 31132.

### **School District Employees Serving as Volunteers**

When a school-district employee serves as a volunteer and not as an employee, the employee must apply in the *Volunteers Count!* volunteer database. Verified employees are automatically designated in the system as Level 2 approved.