

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 (PALS 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 in the volunteer registration system computer at any public school or at the district's Volunteer & Partnership Office (1960 Landings Blvd., Sarasota – Rm 113 in the Green Awning Bldg.). Registrations are processed in 3-5 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 selecting one of the following two options to schedule an appointment:
 - **Sarasota County School District Department of School Safety and Security** – Level 1-approved volunteers can make an appointment for fingerprinting with the Sarasota County School District Department of School Safety and Security at the school district administration complex at 1960 Landings Blvd., Sarasota, FL 34231.
 - Fingerprinting hours are 8:30am – 4:00pm **BY APPOINTMENT ONLY**.
 - Cost is \$38.00 **by money order or cashier's check only** made payable to Sarasota County School District.
 - To schedule an appointment, call 927-9000, ext. 31132.
 - **MorphoTrust USA, Inc.** – Locations are available in Sarasota and North Port.
 - Fingerprinting appointments vary by location. Some locations offer Saturday appointments.
 - Cost is \$51.00 (Payable at time of scheduling by credit card, debit card, or electronic check).
 - To schedule an appointment, call 800-528-1358 or visit www.l1enrollment.com. Provide this authorization number when making this appointment: **VECHS – V58020003**

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 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. 31128.

School District Employees Serving as Volunteers

When a school-district employee serves as a volunteer and not as an employee, the employee must register in the volunteer registration system and notify the Volunteer & Partnership Office.