



Volunteer Application

2855 Colonial Blvd • Fort Myers, FL 33966 • Telephone: 239-334-1102

Information you provide in this application is public record subject to release upon request to any member of the public

Full Name: _____ Drivers' License #: _____
 Address: _____ Gender: Female Male
 City: _____ Home Phone: _____
 Zip: _____ Cell Phone: _____
 Work Phone: _____
 Birth Date: _____ Email (Optional): _____

Emergency Contact: _____ Home Phone: _____
 Work Phone: _____

Personal and Reference Information

Educational Background: _____
 Occupation or Retired: _____
 Previous Volunteer / Mentor Experience: _____

Volunteer Preference

Is there a particular type of volunteer work in which you are interested? *(Check all that apply)*

- | | | |
|--------------------------|-----------------------------|----------------------------------|
| Mentor | Clerical / Office Assistant | Committees (PTA / PTO / SAC) |
| Individual Tutoring | Classroom Assistant | Athletic Programs |
| Small Group Tutoring | Computer Lab | Assisting with Vocational Fields |
| Cafeteria / Hall Monitor | Special Projects | Judging for Competitions |
| Media Assistant | Public Speaking | Other |

I am most comfortable with:

Art	Reading	I prefer working with:	Pre-K / Kindergarten
Math	Science		Elementary
Music	Social Studies		Middle
P.E.	Writing		High
	Other		Adult Education

Zone Preference: East West South
 Do you have preferred school(s)? _____
 Do you have child(ren) in the school(s) of preference? _____
 Teacher(s)/Grade(s): _____

Have you ever been convicted, pled no contest to, or had adjudication withheld in a criminal offense other than a minor traffic violation or are there any criminal charges now pending against you? *(Note: Operating a vehicle while intoxicated is not considered a minor traffic violation.)*

Yes No

I certify that the information provided herein is true, complete, and correct to the best of my knowledge. I understand that misrepresenting the information may disqualify me from volunteering. I understand that I have no legal right to volunteer. I understand that the school administration maintains the right to place and dismiss volunteers. In order for The School District of Lee County to complete the processing of volunteer applications, I understand a Sexual Offender Search will be conducted and, if needed, a criminal background check may be completed. With limited exceptions, the information you provide in this application is public record subject to release upon request to any member of the public. Chapter 119, Florida Statutes.

Applicant Signature: _____ Date: _____



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OFFICE USE ONLY — SCHOOL YEAR*: _____
(FDLE must be checked each year.)

		Date	Checked By
FDLE	http://www.flsexoffender.net/offender/homepage	_____ _____ _____ _____	_____ _____ _____ _____
Interviewed By	Comments	Date	Additional Screening Needed
			YES ___ NO ___

*Returning volunteers are not required to complete a new application, unless required by the school.

Applicant Approved	
Principal	Date
School Volunteer Coordinator	Date
Volunteer Assignment: _____	

For assistance, please contact the SDLC Volunteer Coordinator

Revised 05/16



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GENERAL INFORMATION

District Volunteer Services promotes volunteerism and supports school-based volunteer coordinators with program information and technical assistance. Individual schools actively recruit parents, businesses, and interested citizens who wish to volunteer in their particular school.

Potential volunteers obtain volunteer applications from the school in which they seek to volunteer. Completed volunteer applications should be kept in a secure location. Volunteer applications are public information; however, they should be kept in a secure location.

It is the responsibility of each individual school to screen applicants and keep the volunteer application on file*. Each school is responsible for completing reference checks (optional) and the required Sexual Predator screening. The screening must be completed and documented yearly for each volunteer. If a criminal background check is deemed important and the results prohibit the individual from volunteering, please contact the District Volunteer Coordinator.

The principal must approve all volunteer applicants before they assume volunteer duties.

School personnel have permission to duplicate any materials provided by District Volunteer Services.

Volunteers are covered under the District's worker's compensation insurance if they require medical treatment for an injury incurred in the course and scope of their volunteer employment. Volunteers who are placed through outside organizations such as Foster Grandparents are covered by that organization's insurance.

ROLES AND RESPONSIBILITIES

A school volunteer program acts as a vehicle to provide additional educational resources to students, teachers, and other staff members. When each participant works as a team member, the school volunteer program will run as smoothly as any professionally managed program. Each person involved with a school-level volunteer program performs an essential role. The suggested roles and responsibilities determine how each participant will be involved with the school-level volunteer program:

Volunteer

- Works as a team member with faculty and staff.
- Follows policies, rules, and regulations.
- Works closely with administrators, teachers and the volunteer coordinator.
- Follows directions.
- Asks questions when needed for clarification.
- Is responsible, prompt, dependable, and maintains confidentiality.
- Has respect for students and others working with the program.
- Is willing to share ideas, talents, and skills.
- Is willing to serve as an appointed, non-paid employee.
- Recognizes that the teacher has primary instructional responsibilities.