



Volunteer Clearance Procedures

In a continuing effort to provide safety and security to our students and staff we require that you complete a Volunteer Application if you plan to enter a facility in the Flagler County School District. This includes if you would like to participate in activities such as birthday parties for your child in their classroom, eating lunch with your child in the cafeteria, field trips, book fairs, field days, as well as readers, tutors, mentors, etc. The clearance process can take up to two weeks (depending upon volume). We suggest you apply at the beginning of the year or well in advance of the event. Last minute applications may not be completed in time for your event.

By completing a Volunteer Application, you are agreeing to a criminal background check and a sexual offender check. You are also agreeing to abide by the policies and procedures of the Flagler County School Board and its facilities while volunteering, Your personal information will be kept confidential and you are expected to keep any and all information you may see or hear while volunteering confidential. The Flagler County School District reserves the right to restrict and/or deny a person's volunteer privilege when deemed necessary.

Once your application is approved, you will be notified by email with detailed instructions on obtaining your badge at the Human Resources Department located in the Government Services Building, Hwy. 100 in Bunnell. In order to receive your badge, you must show a photo ID. Your badge must be visible at all times while at the school facility and is valid for two (2) years.

There are two types of clearances depending on what type of volunteering you will be doing. For those volunteers working with or around children, in the presence of or in line of sight of school district employees, a national sexual predator search will be conducted and those volunteers will receive a badge with a lavender strip that is valid for two years. This lavender color of badge will indicate to school employees, the level of clearance the volunteer has received.

If you will be **mentoring or tutoring children in a one-on-one situation, or participating in an overnight fieldtrip as a chaperone** the applicant may undergo a criminal history background check which also includes a national sexual predator check automatically. This level of background check must be pre-approved by the Human Resources Department. Applicants who require this level of clearance will receive a badge with a turquoise strip and it is valid for five years.

College Students Seeking Observation/Volunteer Hours and placement in a classroom, are required to obtain a volunteer badge and contact Sabrina Crosby, District Volunteer Coordinator at crosbys@flaglerschools.com, or (386) 437-7526 Ext. 3116 to make arrangements. Please do not go directly to the school. The following information is needed to coordinate the placement with the school:

- Number of Observation/Volunteer Hours Needed
- School and Grade Level You Prefer
- Special Requirements i.e. ESE Students, ESOL Students, Specific Subject
- Days and Times You Are Available

All information submitted is kept confidential. By completing the application, you are agreeing to allow Flagler County Public Schools to share your demographic and volunteer interest information with their partnering agency, Flagler Volunteer Services to input and manage your volunteer information on their Volunteer Database. This allows for the school district and Flagler Volunteer Services to track your hours and contact you regarding volunteer opportunities. If you have questions or need further information, please contact Sabrina Crosby at crosbys@flaglerschools.com or call 386.437.7526 Ext. 3116

“Volunteering creates a national character in which the community and the nation take on a spirit of compassion, comradeship and confidence.” — Brian O’Connell

THANK YOU FOR VOLUNTEERING!

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