



# Welcome to volunteering at Madeira Beach Fundamental

Questions? Contact Suzanne Lake at 727-547-7697 (ext. 2045) [Lakes@pcsb.org](mailto:Lakes@pcsb.org)

## 1. Volunteering for the first time with Pinellas County Schools?

- a. Visit [www.pcsb.org/volunteerregistration](http://www.pcsb.org/volunteerregistration) to get your Level 1 status. You should receive an email from PCS within 3 business days with your volunteer username and password.
- b. To become a Level 2 volunteer, you must get your Level 1 first, then proceed to Level 2. See #3 below
  - **Level 1 volunteer-** has completed volunteer registration for and background checked, cleared by district and is active in our volunteer system. You can volunteer in sight of a school staff member with students but cannot work alone with students.
  - **Level 2 volunteer-** has completed all Level 1 steps AND has had their fingerprints cleared through the FBI. You can volunteer just like a Level 1 volunteer and can also chaperone on field trips, work with small groups of students and be left alone with a class in an emergency. **Once you have your Level 2 badge, you MUST wear it in plain sight at all times while on campus and on field trips.** Level 2 is good for 5 years from date cleared.

## 2. Returning volunteers: Reactivate each school year and log your volunteer hours throughout the school year. **DO NOT use a MOBILE device to reactivate as it will not work.** You must use a desktop/laptop computer to reactivate.

- a. Go to [volunteer.pcsb.org](http://volunteer.pcsb.org) (This is **NOT** the same FOCUS as your parent account)
- b. I suggest saving your username and password to the Volunteer FOCUS as you will need to reactivate each school year and it looks similar to the parent FOCUS.

Please use your assigned Volunteer System username and password.

Example: Ann Smith DOB: 01/01/1973

Username (not case specific): v.smitha

Password (last name, first letter capitalized & birth year): Smith1973

## 3. Get your level 2 badge (once you have your Level 1)

- a. Visit [www.pcsb.org/level2](http://www.pcsb.org/level2) Pick a vendor, get fingerprinted and **email me a week later so I can check your status and get you the information to get your Level 2 badge. This step is very important because I do not receive any notification once background checks have cleared.** You also have to do the same steps above if your Level 2 is/has expired.

## Suggested Level 2 Fingerprint Vendors for Volunteers Only

*Please make sure when providing identifying information to a fingerprint vendor that you are careful to verify your birthdate, name spelling and Social Security Number. If we receive fingerprint screening results with information that does not match your PCS Volunteer profile, then you will be responsible for a fee to have the screening resubmitted.*

### • East Lake Public Library

- 4125 E Lake Road, Palm Harbor, FL -Phone: 727-773-2665 - Appointments required at <https://www.certifixlivescan.com> NO WALK-INS. Search for location by entering the library zip code 34685 and then choosing East Lake Public Library. Volunteer fingerprinting is **ONLY** available Monday 2:00 PM-6:00 PM, Tuesday and Wednesday 10 AM-1:30 PM. Fee \$48.00 - cash, credit, or debit card accepted.

- **EZ FingerPrints (2 locations)**
  - 1725 East Bay Drive, Suite D, Largo, FL -Phone: 727-479-0805 - Walk-ins are welcome. Monday – Friday 9:00 A.M. – 5:00 P.M. No appointment needed. Fee \$50.00 - cash, credit, or debit card accepted.
  - 2435 US 19N (Candia Tower) Ste. 93, Holiday, FL -Phone: 727-478-5976 - Walk-ins welcome. Monday –Thursday 11:00 A.M.– 2:00 P.M. No appointment needed. Fee \$50.00 - cash, credit, or debit card accepted.
- **Fancy Nancy Professional Services**
  - 808 49th St. S, Gulfport, FL Tel: 727-710-6676 Hours: 9:00 A.M. ~ 9:00 P.M. 7 days a week. MUST call for an appointment. Offering mobile and in-office services. Fee \$48.00- check, cash, or credit card accepted.
- **KOne Laboratory**
  - 1812 Drew St., Clearwater, FL Tel: 866-566-3522 Hours: 7:00 AM- 3:00 PM Monday-Friday. Walk-ins welcome or appointments may be made by phone or at [www.konelaboratory.com](http://www.konelaboratory.com). Offering mobile and in-office services. Fee \$49.99 cash, +\$1.75 for debit or credit cards.
- **Omega Live Scan**
  - 2725 Park Dr., Suite 3A, Clearwater, FL Tel: 727-202-3404 - Hours: Monday ~ Friday 8:30 A.M. ~ 5:30 P.M. Walk-ins are welcome. Fee \$46.00 - cash, check, credit or debit card. Available for mobile events at the same fee.

\* If you are active military, a government employee, or a current member of a local law enforcement agency, you may send a notarized letter from your personnel department confirming you are currently employed and were FBI/FDLE screened and cleared. The letter should include the date of the screening, your full legal name, your birth date, and the last 4 of your Social Security Number (SSN). Please send the letter to [volunteer@pcsb.org](mailto:volunteer@pcsb.org)

\*\* If you are a Florida Public School Contractor, please send an image of your badge along with an image of your driver's license or gov't issued photo ID to [volunteer@pcsb.org](mailto:volunteer@pcsb.org) and we will use the date on your badge as your level 2 volunteer fingerprinting date.

\*\*\* If you have been screened through the Agency for Health Care Administration (AHCA) and are able to send the Care Provider Background Screening Results to [volunteer@pcsb.org](mailto:volunteer@pcsb.org) we will review for use in updating your volunteer profile to level 2.

The outside agency screening results listed above are subject to review and we reserve the right to determine their eligibility for use in updating a volunteer profile to level 2.

**\*\*Important: 5 days after getting fingerprinted, please send me and email so I can get you the information to get your Level 2 badge**

4. **Come volunteer!** Please make sure to have your Driver's License AND Level 2 Badge with you when you come sign in at the front offices. **Log your hours!** (If you need help, please ask)

Volunteers like you are what makes Mad Beach extraordinary!!!

Thank you for your time and efforts to make our teachers, staff and students' days brighter by your involvement. If you have any questions, please reach out.

Suzanne Lake, Family and Community Liaison

[Lakes@pcsb.org](mailto:Lakes@pcsb.org)

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