



Volunteer Frequently Asked Questions

- **Can a parent have lunch anytime they want with their student?** Yes, the parent must check the student out of school and they can have lunch in our outdoor classroom or on the front steps of the school. Then check the student back in so they can meet up with their class in time.
- **Do I have to be a registered volunteer to come have lunch with my student on the designated lunch days?** No, families are welcome! Please bring a Government Issued ID to check in at the front office.
- **Can a Level 2 have lunch with a student on campus any time they want?** No. Only during the designated lunch days to have lunch on campus. Please bring a Government Issued ID to check in at the front office.
- **Do I have to be a registered volunteer to come to ROAR Rallys?** No, everyone is welcome!
- **I am a Level 1 registered volunteer, do I need to go get a Level 2 to be able to volunteer on campus?** No. Please bring a Government Issued ID when you check in at the front office so we can give you an identification badge. We look forward to having you come volunteer!
- **What is a Level 1 Volunteer?** A **Level 1** (National Background Screening at no cost to the volunteer) will be processed by the District Office Of Strategic Partnerships. Level 1 Will be able to volunteer at the school, chaperone field trips, attend field day and class parties as long as they are supervised by a PCS staff member or Level 2 volunteer at all times.
- **How will I know when my application has been cleared?** When the applicant has been Level 1 background checked approved they will receive an email with the volunteer's user ID and password to log their volunteer hours in the volunteer system. Therefore, when filling out your volunteer registration form, be sure to write a current email and print clearly so we can enter it properly.
- **If I am a returning volunteer do I fill out another volunteer registration form?** No, you do NOT need to complete another volunteer registration form. Please log into your profile and check to make sure all of your information is up to date. If your child is attending a new school please contact the Family & Community Liaison at the new school and ask to have your volunteer profile connected to the new school.
- **When I am volunteering can I bring another child with me?** No

- **Why would I need Level 2 clearance?** If a volunteer will be unsupervised with a student for mentoring/tutoring, some field trips and other duties, the volunteer **MUST** be Level 2 screened. The Level 2 screenings are valid for five years. All level 2 volunteers will need to be rescreened prior to/ or after the five year expiration date if you wish to continue volunteering in an unsupervised capacity. Level 2 volunteers are able to help escort visitors and Level 1 volunteers around the building.
- **What is the Level 2 process?** *Volunteers must be approved in the volunteer system before obtaining a Level 2* fingerprint screening. The approved volunteer Level 2 screening vendors are listed below.
 - Volunteers will need to bring a Government Issued ID, and provide a social security number to the vendor.
- The fingerprint results will be sent to the Office of Strategic Partnerships within 5 business days. The volunteer's profile will be updated to Level 2 upon receipt of the results. Allow the district time to get it entered into the system. Please contact Dominica Reed, our school's Family & Community Liaison, at ReedDom@pcsb.org 10 days after you had your fingerprints done to confirm your profile has been updated to Level 2.
- The Family & Community Liaison will give you an authorization form to acquire your Level 2 photo ID badge.
- Please wear your Level 2 photo ID badge at all times when on the school campus or school sponsored events.
- Level 2 screenings are valid for five years. All level 2 volunteers will need to be rescreened prior to/ or after the five year expiration date if you wish to continue volunteering in an unsupervised capacity.
- **What if I already had a background check for my job?** If you have been fingerprinted by your employer, please ask your HR Department to provide the screening results, or an email confirming you were FBI/FDLE screened, the date of the screening and that you're a current employee.

Approved Pinellas County Vendors for Level 2 Fingerprint Screening:

- **Postal Annex**
2520 N. McMullen Booth Rd. Ste. B., Clearwater, FL 33761-4181 - Tel: 727-400-6801 - Hours: Monday ~ Friday 8:30 A.M. ~ 6:00 P.M. or Saturday 9:00 A.M. – 2:30 P.M. Walk-ins are welcome. **Fee \$48.00**
- **EZ FingerPrints**
1715 East Bay Drive, Suite B, Largo
Phone: 727-479-0805
Walk-ins are welcome or you may call ahead. - Monday – Friday 8:30 A.M. – 6:00 P.M. No appointment needed. **Fee \$48.00**
- **BIM - The UPS Store**
13799 Park Blvd., Seminole, FL 33776 - PH 727-512-4477 – Hours: M-F 9:00 A.M. - 6:30 P.M. - Sat 10:00 A.M. - 1:00 P.M. Volunteers must call the number above to schedule an appointment. **Fee \$40.75** - Debit/Credit, Money Order, or cash (exact change please)
- **Goin Postal**
1700 66th St. N. #104, St. Pete, FL 33710 Tel: 727-347-7447 Hours: Monday ~ Friday 10:00 A.M. ~ 12:30 P.M. - 1:30 PM ~ 4:40 P.M. **Fee \$40.**