**Pinellas County Schools Volunteer Application Process**

**New Volunteers Applicants**

* New volunteer applicants must complete the front and back of the Volunteer Registration Form. Registration forms can be found on the Pinellas County School Board website [www.pcsb.org](http://www.pcsb.org).
* Applicants cannot start volunteering until their background check has been completed *and approved*.
* Background screening process takes 10 to 15 business days to be completed.
	+ The volunteer profile status will be updated in the Volunteer System when the background check is completed.
* All applicants must provide a Government Issued I.D. to be processed, for example:
	+ - * Driver’s License (FL or out-of-state)
			* Country of origin Government Issued ID Card
			* Passport
			* Florida I.D. Card
			* Military I.D.
			* Green Card

***Applicants without a Social Security Number***

* Applicants without a Social Security Number can complete the application and submit it to the school. If no criminal history is found, the volunteer’s profile status will be coded as a ‘Limited Volunteer.’ This means that there will be no alone “one-on-one” with students and the volunteer will be supervised at all times.
* Volunteers who have a ‘Limited Volunteer’ status can volunteer in the following areas:
	+ - * Media Center Assistant
			* Classroom Assistant
			* Front Office
			* Attend Field Trips as a Chaperone (supervised)
			* PTA or SAC Board Member

Please contact Michelle Roberge, District Volunteer Coordinator if you have any questions regarding the volunteer application process at 727-588-5050 or email at robergem@pcsb.org.

