PERKINS LOVES OUR VOLUNTEERS!

* Volunteer Registration and Background Screening Procedures:
	+ **New Volunteers** – Volunteer applicants must complete an [online volunteer registration](http://www.pcsb.org/volunteerregistration) and upload a Government Issued photo ID. A **Level 1** (National Background Screening at no cost to the volunteer) will be processed by the District Office of Strategic Partnerships. Please confirm with the Family & Community Liaison at the school if additional **Level 2 screening** is a requirement for volunteering. 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.
	+ Volunteers are required to sign in at the front office and wear a volunteer name tag while on campus or at a school sponsored event. All Level 1 volunteers will be escorted to and from their volunteer destination and will be in line site of a PCSB Employee or Level 2 volunteer.
	+ **If you're a returning volunteer, you do not** need to complete another volunteer registration form.  Please make sure you activate your volunteer profile in the volunteer system prior to volunteering. 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 school.
		- Please continue to log your volunteer hours. Use the Google Chrome browser go to<https://focus.pcsb.org/volunteer> –  if you do not know the user ID and Password please contact the family & community liaison Jasmine Castleberry Castleberryj@pcsb.org
* **Level 2 Volunteers – Are volunteers that are unsupervised with students (unsupervised contact such as: field trips; overnight fieldtrips, taking a group of students on a tour etc.,) or the school requires additional level of screening**(fingerprint screening processed through the FBI/FDLE - Federal Bureau of Investigation and Florida Department of Law Enforcement) **please follow the Level 2 process below.**
	+ **Volunteers must be approved in the volunteer system before obtaining a Level 2** fingerprint screening. The 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. Please contact the school you volunteer at 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 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.
* 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 to the Office of Strategic Partnerships for review and approval.
* **Recommended Level 2 Vendors for volunteers only.**
* **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**

* **Goin' Postal**

35595 US Hwy 19N., Palm Harbor, FL 34684 - Tel: 727-437-0242 Hours: Monday ~ Friday 9:30 A.M. ~ 4:00 P.M. **Fee $43.50**

* **Goin' Postal**1334 Tampa Road, Palm Harbor, FL 34683 - Tel: 727-772-0424 Hours: Monday ~ Friday 9:30 A.M. ~ 4:30 P.M.**Fee $43.50**

* **EZ FingerPrints**1725 East Bay Drive, Suite D, Largo, FL -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 727-478-0749 – 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 $43.50 -**Debit/Credit, CASH ONLY (exact change please)

* **Check Before Hire, LLC**
12126 Seminole Blvd Largo, FL 33778 - PH 727-748-4939 - Monday - Friday 10:00 A.M. - 4:00 P.M. By appointment Fee $48.00

* **Express Fingerprints**

6101 Park Blvd., Suite D., Pinellas Park, FL 337812- Phone: 727-768-2904 - Hours 8:30 A.M. - 5:30 P.M. No appointment needed. **Fee $45.00 - An additional $20.00 mobile site fee for individuals. Groups of ten or more the $20.00 fee will be waived.**

* **Goin Postal**
1700 66th St., St Petersburg, 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 $43.50**

*Click on the link to view the*  [Pinellas County Schools Volunteer Handbook](http://pcsb.org/cms/lib/FL01903687/Centricity/Domain/204/PCS%20Volunteer%20Handbook%202014.pdf)
*Click on link to view the* [Level II Fingerprinting Procedures.](https://www.pcsb.org/Page/12334)