



# Miami-Dade County Public Schools

*giving our students the world*

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Dear Volunteer,

Thank you for your interest in becoming a volunteer at \_\_\_\_\_. Your assistance will compliment the activities provided for the students in our program.

Miami-Dade County Public Schools requires all volunteers to complete the School Volunteer Program Registration Form prior to working in any of the schools.

Please return the fully completed registration form to \_\_\_\_\_, Department Chairperson or Site Director. Once the form has been reviewed and approved by Miami-Dade County Public Schools, the Department Chairperson will contact you to schedule your volunteer time.

If you need additional information, please do not hesitate to call 305-636-6147. Again, thank you for your interest in becoming a school volunteer.

Sincerely,

Miguel Torres, Principal

MT/mg

Attachment

L001.09



**VOLUNTEERING...**

*...a Work of Heart*



Miami-Dade County  
Public Schools  
*giving our students the world*



**Dade Partners/Volunteers System  
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# Dade Partners/Volunteers System

## System Overview



Miami-Dade County Public Schools Information Technology Services (ITS) in conjunction with the Office of Community Services has developed a Web-based application for recording and processing Dade Partners and Volunteers information. This user guide will provide instruction for using the Volunteers segment of the program.

This M-DCPS Intranet application assists staff with the following:

- Creating a database of School Volunteers
- Streamlining the processing status
- Maintaining up-to-date records

## ITS Intranet Web Applications Log In

### Getting Started

To access the **Dade Partners/Volunteers System**, logon to the M-DCPS Intranet.

From the **M-DCPS Home** page at <http://www.dadeschools.net/>,



▼ Select the **EMPLOYEES** tab

The **dadeschools.net Employees** screen will be displayed.

# ITS Intranet Web Applications Log In

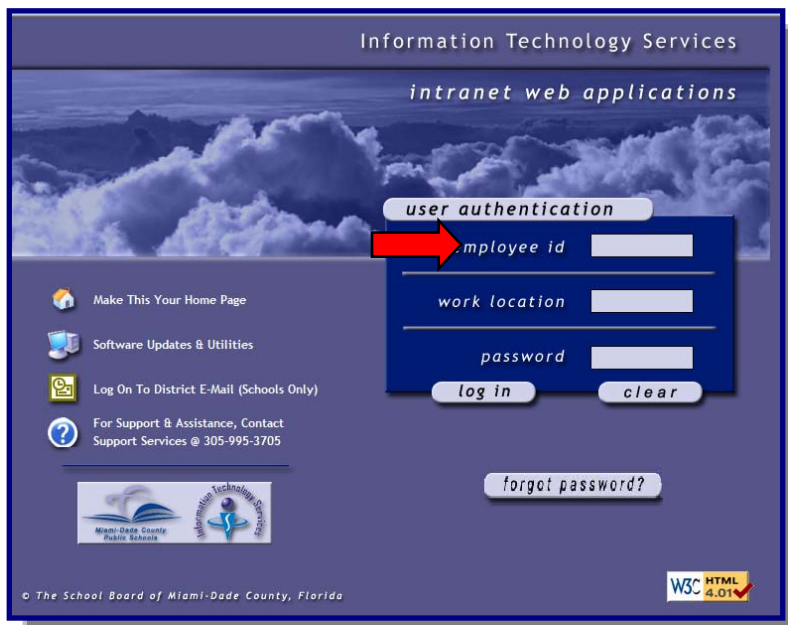
On the **dadeschools.net Employees** screen, under the **Employee Toolbox**,



▼ **Select**      **Intranet**

The ITS Intranet Web Applications Log In screen will be displayed.

In the **User Authentication** box,



▼ **Type**      **Employee ID**  
(Number)

▼ **Type**      **Work location**

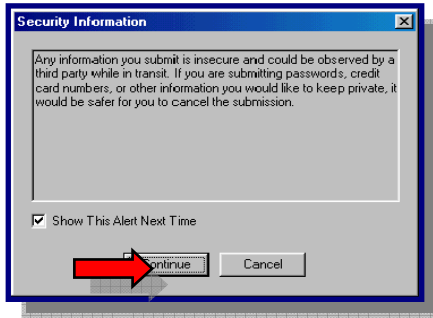
▼ **Type**      **Password**  
(User's CICS password)

▼ **Select**      **Log In**  
(or press **Enter**)

The **Security Information** screen will be displayed.

# ITS Intranet Web Applications Log In

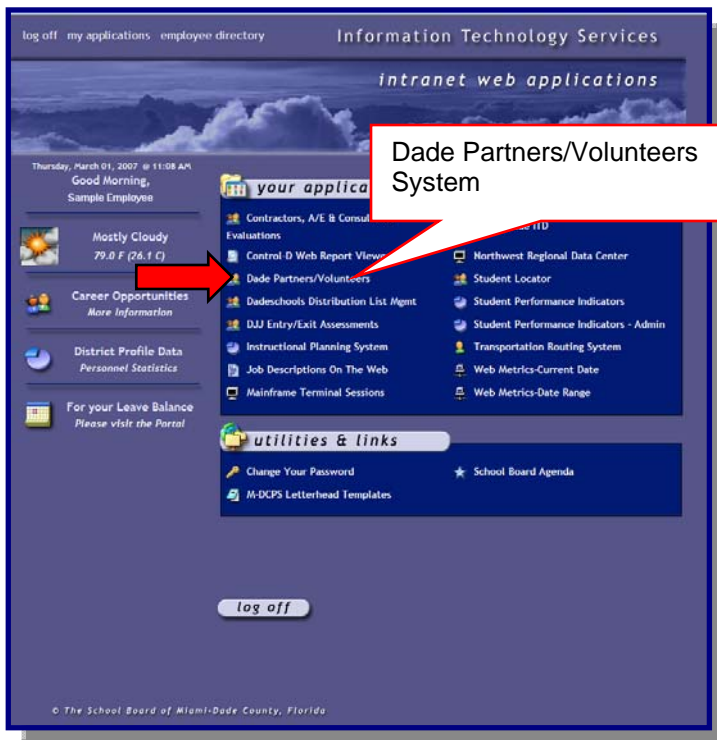
On the **Security Information** screen,



**NOTE:** If the user prefers not to see this message at future sign-ons, after reading the **Security Information** message, deselect the  box next to **Show This Alert Next Time**.

▼ **Select Continue**

The **ITS Intranet Web Applications** screen will be displayed.



On the **ITS Intranet Web Applications** screen, under **your applications**,

▼ **Select Dade Partners/Volunteers**

The **Dade Partners/Volunteers** screen will be displayed.

The **ITS Intranet Web Applications** screen is divided into two sections. Users may access any of the options displayed. This user guide will provide instruction for using the **Volunteers** segment of the **Dade Partners/Volunteers** system located under your **applications** menu.

## Dade Partners/Volunteers Main Web Page

The **Dade Partners/Volunteers** screen divides the system into two separate programs:

- **Dade Partners** - Miami-Dade business world joining M-DCPS schools in educating students.
- **Volunteering...A Work of Heart** – Community members in supporting roles in the lives of our public school students.

This user guide will provide instruction for using the **Volunteers** information.

### What You See

Miami-Dade County Public Schools  
Office of Community Services  
1450 N.E. 2nd Avenue  
Miami, Florida 33132  
Phone: 305-995-1215 Fax: 305-995-2888

**CONFIDENTIALITY STATEMENT**  
All information contained within the Dade Partners and School Volunteer Program database is confidential; any indirect utilization beyond school site and designated work locations is prohibited. Monitoring of this database is the responsibility of the Office of Community Services. Anything suspicious or unauthorized use of the database will be reported to the Principal and Access Center.

This page provides links to the Dade Partners/School Volunteers Database and update forms. Click on the links below to display the associated web page.

**DADE PARTNERS**  
Miami-Dade County Public Schools  
"Your business in education"

**VOLUNTEERING...**  
...a Work of Heart

**Partner Information**  
Browse/Edit Dade Partner Add Dade Partner

**Partner Registrations**  
Browse/Edit Registration Add Registration

**Volunteer Information**  
Browse/Edit Volunteer Add Volunteer

**Volunteer Placements**  
Browse/Edit Placement Add Placement

**Reports**  
Dade Partners List Volunteer List Active Proposal List

**Locations**  
Browse/Edit Location

**Home**  
Return To Intranet Applications

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For Administrative use only

The volunteer information consists of two main sections:

- **Volunteer Information** – Where the volunteer registration form information is maintained.
- **Volunteer Placements** - Where the volunteer is approved and assigned to specific programs.

A volunteer may register at the school site or work location where he/she would like to provide services. The information is then entered by the location, into the M-DCPS Volunteers system, for clearance by the Office of Community Services for active placement.

# Volunteer Information

## Volunteer Information Files

The district-wide volunteer system maintains volunteer information from year to year. Volunteers often serve in different locations, thereby making it necessary to verify that he/she has not previously been entered into the system. Users have the ability to update previously entered information for volunteers.

### What You Do

On the **Dade Partners/Volunteers** screen,



- ▼ Select **Browse/Edit Volunteer** to verify that a biographical record is not already on file

The **Find a Volunteer** screen will be displayed.



To find a volunteer by name, in the **Find a Volunteer** field,

- ▼ Type **last name of volunteer (or Volunteer ID, if known)**
- ▼ Select **Go**



# Volunteer Information

A list of names will be displayed that match the search criteria entered.

**Placement status symbols**

**Volunteer categories**

**Select Volunteer Name or Vol# to view a volunteer's biographical information**

**Alphabetical listing of volunteer records on file**

**Select Next Page to view more names**

Vol#	Status	Volunteer Name	Address	City	State	Zip Code	Birthdate	Ethnic	Gender
9416584	I				Florida	33189	5/2/1966	Hispanic	Female
9450926	UR				Florida	33189	2/5/1966	Hispanic	Female
9363267	L1	SAMPLE NAME 4	1530 NW 35TH STREET APT #H8	MIAMI	Florida	33142	8/28/1972	Hispanic	Female
9386978	L1	SAMPLE NAME 4	1553 SW 137 COURT	MIAMI	Florida	33184	6/27/1970	Hispanic	Female
9443322	L1	SAMPLE NAME 5	6960 SW 92 STREET	MIAMI	Florida	33156	7/14/1963	Hispanic	Male
9386286	I	SAMPLE NAME 6	14227 SW 171 ST	MIAMI	Florida	33177	11/7/1968	Hispanic	Male
9435933	L1	SAMPLE NAME 7	12748 SW 133 ST	MIAMI	Florida	33186	4/6/1978	Black	Male
9450120	?	SAMPLE NAME 8	10900 NW 58 TERRACE	DORAL	Florida	33178	7/2/1965	Hispanic	Female
9365280	ST	SAMPLE NAME 9	950 N ROYAL POINCIANA	MIAMI SPRINGS	Florida	33166	11/2/1989	Hispanic	Female
9368783	L1	SAMPLE NAME 10	8815 NW 149TH TERRACE	MIAMI LAKES	Florida	33018	7/24/1982	Hispanic	Female
9371484	L1	SAMPLE NAME 11	12711 SW 106 TERRACE	MIAMI	Florida	33186	7/28/1968	Hispanic	Female
9361836	L1	SAMPLE NAME 12	1099 NE 18 AVENUE	HOMESTEAD	Florida	33030	8/28/1962	Black	Female

To view volunteers by a category listed on the screen,

- ▼ **Select** a category box (Pending by Name, Pending by Date, Pending by ?, Currently Under Review, L2 Requests, L2 Cleared, Employees, Students, All Volunteers, Hit Search, Data Search or Inactive)

The list of volunteers will be displayed by the selected category.

# Volunteer Information

## Verifying and Updating Volunteer Files

If the name is found in the volunteer records,

- ▼ **Select** the name or volunteer ID number

The volunteer's biographical record will be displayed.

The screenshot shows a web form for volunteer registration. At the top is a logo with a red heart and the text "VOLUNTEERING... ..a Work of Heart". Below the logo is a form with various fields for personal and contact information. A red box highlights the "Submit" button at the bottom left, with a callout box containing the text "Submit volunteer's biographical changes".

Volunteer ID 9403911	Volunteer SSN XXXXXXXXXX	Student ID [ ]	Status <input checked="" type="radio"/> Active <input type="radio"/> Inactive
Title [ ]	Last Name SAMPLE	First Name NAME	Middle Name [ ]
Home Address SAMPLE ADDRESS	Apartment [ ]	City/State HIALEAH Florida	Zip Code 33016
Home Phone 3055585138	Work Phone [ ]	Cell Phone [ ]	Email Address [ ]
Gender <input type="radio"/> Male <input checked="" type="radio"/> Female	Ethnicity Hispanic	Other [ ]	
Birth Date MM/DD/YYYY (mm/dd/yyyy)	Certified Volunteer <input type="checkbox"/>	Certified Volunteer Number [ ]	
Is Volunteer Bilingual? <input type="radio"/> Yes <input checked="" type="radio"/> No	Language Spoken/Other Language None	Emergency Contact Name SAMPLE CONTACT NAME	Emergency Contact Number [ ]
Is Volunteer current employee of M-DCPS? <input type="radio"/> Yes <input checked="" type="radio"/> No	Employee Number [ ]	Request L2 Clearance <input type="checkbox"/>	Year Started Volunteering (yyyy) 2005
Clearance Level L1 Cleared	Clearance Date - Cleared By [ ] - [ ]	Previous Clearance L1	Hit/Data Review <input type="radio"/> Hit <input checked="" type="radio"/> Data
Are you an active or former member of law enforcement, a firefighter, a Department of Children and Family Services employee, a judge, a state or assistant state attorney, a prosecutor, a government employee with duties involving human resources, labor relations, code enforcement officers or a spouse or child of the foregoing categories? <input checked="" type="radio"/> No <input type="radio"/> Yes			
Have you ever been arrested? <input checked="" type="radio"/> No <input type="radio"/> Yes			
Have you ever entered a plea of guilty or on probation, or been fined or placed in a pre-trial intervention program? <input checked="" type="radio"/> No <input type="radio"/> Yes			
Have you ever received an arrest or conviction for a criminal case result in nolle prosequi ('no prosecution') or had a criminal record? <input checked="" type="radio"/> No <input type="radio"/> Yes			
[ Submit ] [ Reset ] [ Cancel ]			

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- ▼ **Type** information from the registration form or use the provided pull-down menu selections to complete the information

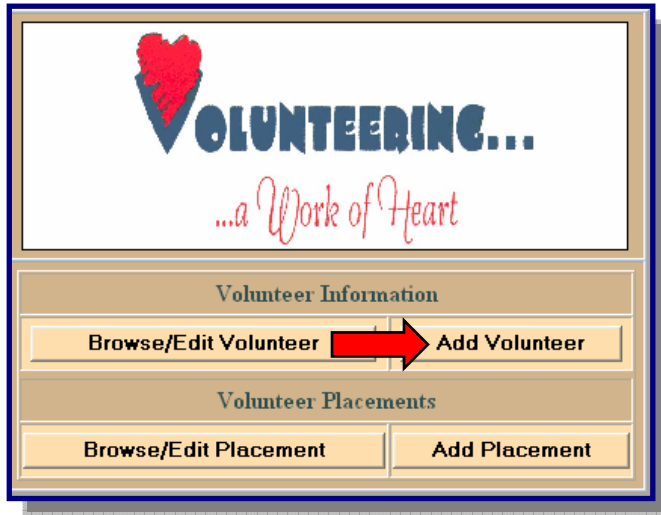
- ▼ **Select** **Submit** at the bottom of the screen to save the changes

The volunteer's updated biographical information record has been added/updated.

# Volunteer Information

## Add a New Volunteer

If the name of a volunteer is not found in the current records,



- ▼ Select **Add Volunteer** on the **Dade Partners/Volunteers** screen


The **Add Volunteer Biographical Information** screen will be displayed.



- ▼ Enter volunteer information from the registration form by typing or using the provided pull down menu selections
- ▼ Select **Submit**

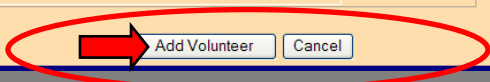
## Volunteer Information

A confirmation screen with a summary of the volunteer's information will be displayed.



**Confirm Volunteer Biographical Information**

Application Date	3/8/2007
Name	Ms Volunteer Sample
Home Address	12345 SW 57 St Miami, Florida 33175
Home Phone	3059953885
Office Phone	3059953885
Cell Phone	
Email Address	
Gender/Ethnicity	Female/White
Birth Date	12/31/1960
Volunteer SSN	222002222
Student ID	
Bilingual	Yes -- Spanish
Emergency Contact Name	Sample Contact
Emergency Contact Phone Number	3059953885
Year started volunteering in MDCPS	2007
Former or Current Employee of M-DCPS	No
L2 Clearance Requested?	No
Certified Volunteer Certificate Number	
Are you an active or former member of law enforcement, a firefighter, a Department of Children and Family Services employee, a judge, a state or assistant state attorney, a prosecutor, a government employee with duties involving human resources, labor relations, code enforcement officers or a spouse or child of the foregoing categories?	No
Have you ever been arrested as a juvenile or an adult?	No
Have you ever entered a plea of nolo contendere (no contest), a plea of guilty, been placed in a pre-trial intervention program or on probation, or been fined in a criminal proceeding?	No
Have you ever recieved an adjudication of guilt, had adjudication withheld, had a criminal case result in nolle prosequi ('nol pros'), or had a criminal record sealed or expunged?	No
<a href="#">Click the 'Add Volunteer' button to add this record to the database.</a>	



If the summary data is incorrect or incomplete,

- ▼ **Select** the Back button of the browser to return to the data entry screen

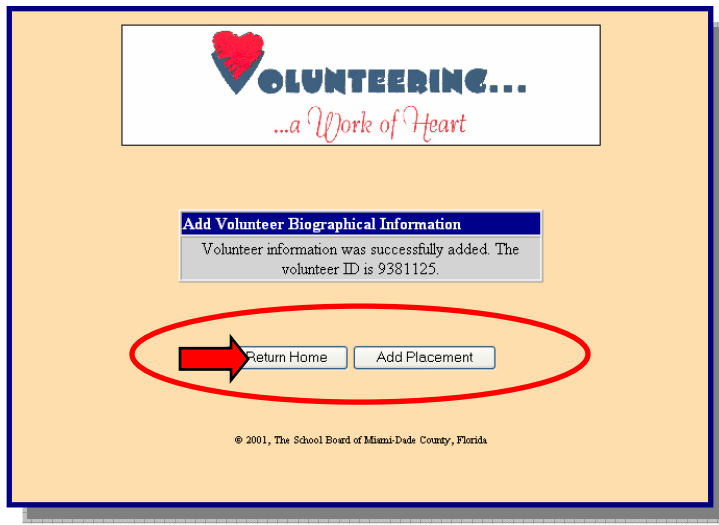
Or, If the summary data is complete,

- ▼ **Select** **Add Volunteer** to save the record

## Volunteer Information

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A new record will be confirmed and assigned a system generated Volunteer ID number to identify the volunteer. **It is required that the volunteer be given this number.**



▼ Select **Return Home**

Or,

▼ Select **Add Placement** to be redirected to a new entry screen

## Background Check and Clearance

**Volunteers may not begin service until the School Volunteer Office, through the Intranet database system, has cleared them as active.**

A background check will be performed on the volunteer's submitted information. Background checks on Level II (local check) should take no more than 2-3 business days if the record is clear. Level III checks (fingerprints) should take 72 hours from the day taken. The schools will be notified electronically through the database system when the volunteer is *cleared* and *active*.

If the record shows a background issue, a ? will appear as the volunteer's status and the SVP office and/or the Office of Human Resources and Office of Professional Standards will review it. If needed, additional documents may be requested of the volunteer at that time.

Volunteers requesting the following high security positions must go through the fingerprint procedures:

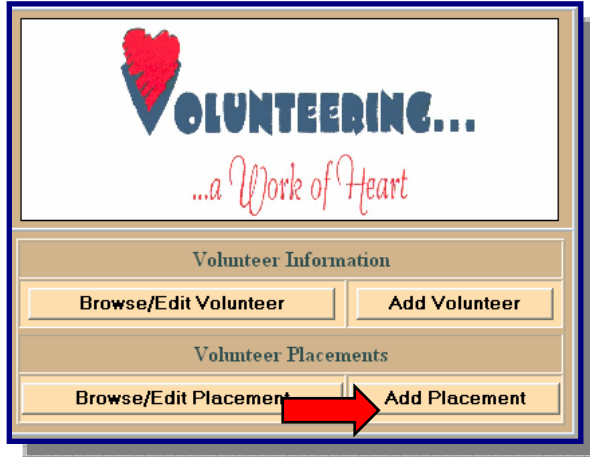
- **Oyente(Spanish Listener)**
- **Listener**
- **Mentor**
- **Overnight Chaperone**
- **Certified Volunteer**
- **PE Assistant (all grades)/Athletic Assistant (middle grades)**

# Volunteer Placement

## Add a Placement Record

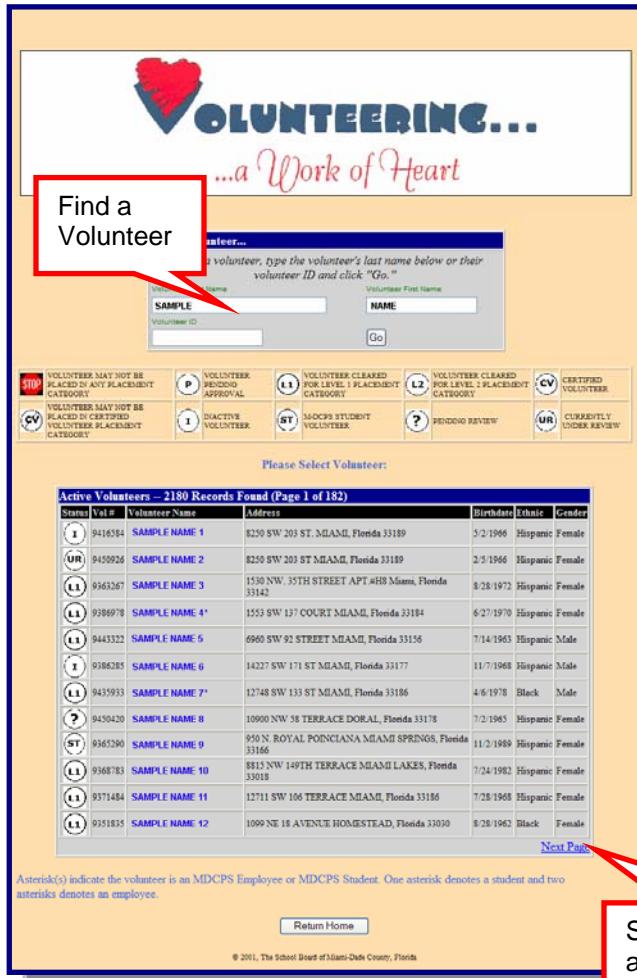
A default clearance level of "PENDING" will be placed on all new volunteers entered into the system. The volunteer is awaiting clearance from a background check. The volunteer may be placed in selected categories however; they can not be placed into Level III categories that require a higher level of investigation.

From the **Dade Partners/Volunteers** screen,



▼ Select **Add Placement**

The **Active Volunteers List** will be displayed.



▼ Select the volunteer's record by using the **Find a Volunteer** field, or search the list by selecting **Next Page**

▼ Type the volunteer's name

▼ Select **Go**


The volunteer's record will be displayed.

*Note the clearance status displayed with the record.*

Select **Next Page** to view additional volunteers

# Volunteer Placement

On the Volunteer's record,



**Add Volunteer Placement Information:**  
Volunteer Selected: 9009659 - Sample Volunteer

<p><b>Application Date</b>    8    19    2004</p> <p><b>Volunteer Age Group Category</b>    Adult (21-61) ▼</p>	<p><b>Miami-Dade County Public Schools Student Volunteers Only</b></p> <p>School Student Attends    <input type="text"/></p> <p>Grade Level    None ▼</p> <p><input type="checkbox"/> Community Service Credit</p>
<p><b>Through what organization/agency are you volunteering?</b></p> <p><input checked="" type="radio"/> PTA/PTSA    <input type="radio"/> College <input type="text"/></p> <p><input type="radio"/> Military    None ▼</p> <p><input type="radio"/> Organization <input type="text"/></p> <p><input type="radio"/> Individual</p>	<p><b>Are you a parent/guardian/family member of (a) student(s) in this school?</b></p> <p><input checked="" type="radio"/> No    <input type="radio"/> Yes</p> <p><b>Grade Level for which you are volunteering (select all that apply):</b></p> <p><input type="checkbox"/> Pre K    <input type="checkbox"/> K-2    <input type="checkbox"/> 3-5    <input type="checkbox"/> 6-8</p> <p><input type="checkbox"/> 9-12    <input type="checkbox"/> Community School    <input type="checkbox"/> Child Care    <input type="checkbox"/> Adult/Vocational</p>

**Volunteer Placement Categories**  
Check the box next to **EACH** activity which you select for volunteer service.

<input type="checkbox"/> Band	<input type="checkbox"/> Intergenerational	<input type="checkbox"/> Special Club Sponsor
<input type="checkbox"/> Buddy Reader	<input type="checkbox"/> KAPOW	<input type="checkbox"/> Student Services
<input type="checkbox"/> Day Chaperone	<input type="checkbox"/> Library/Media	<input type="checkbox"/> Volunteer Coach
<input type="checkbox"/> Overnight Chaperone	<input type="checkbox"/> Listener	<input type="checkbox"/> Other <input type="text"/>
<input type="checkbox"/> Classroom	<input type="checkbox"/> Math Tutor	<input type="checkbox"/> I am a Certified Volunteer
<input type="checkbox"/> Clinic	<input type="checkbox"/> Mentor	
<input type="checkbox"/> Clerical	<input type="checkbox"/> Music	
<input type="checkbox"/> Computer	<input type="checkbox"/> Oyente	
<input type="checkbox"/> CrossAge/Peer Tutor	<input type="checkbox"/> Parent Ambassador	
<input type="checkbox"/> ESOL Tutor	<input type="checkbox"/> Physical Education	
<input type="checkbox"/> Exceptional Student	<input type="checkbox"/> Reading Tutor	
	<input type="checkbox"/> 5000 Role Model	

**Volunteer categories highlighted in red require fingerprinting**

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▼ **Select**    the appropriate information

▼ **Select**    **Submit**

A summary of the placement information that was entered will be displayed.

## Volunteer Placement

On the **Volunteer Placement Information** screen,

**VOLUNTEERING...**  
*...a Work of Heart*

**Add Volunteer Placement Information:**  
Please confirm the following information:  
Volunteer Selected: 9009659 - Sample Volunteer

Application Date 8/19/2004  
Volunteer Age Group Category Adult (21-61)

**Youth Volunteer Information**  
School Student Attends Not Applicable  
Grade Level None

**Through what organization/agency is the person volunteering?**  
PTA/PTSA

**Is the individual a parent/guardian/family member of (a) student(s) in this school?**  
No

**Grade Level(s) for which person is volunteering:**

- Pre K
- K-2
- 3-5

**Volunteer Placement Categories**

- Buddy Reader
- Day Chaperone
- Classroom
- Clerical

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▼ **Confirm** the placement information

If the information on the summary screen is incorrect or incomplete,

▼ **Select** the Back button of the browser to return to the entry screen

Or,

▼ **Select** **Cancel** to delete record information

If the information on the summary screen is correct,

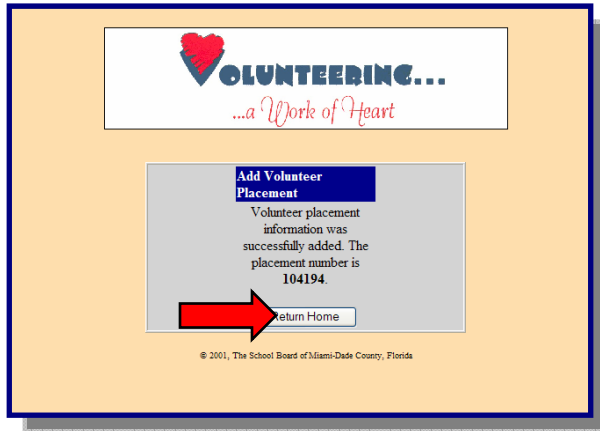
▼ **Select** **Submit** to save the placement record



## Volunteer Placement

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The **Add Volunteer Placement** confirmation screen will be displayed.



▼ Select **Return Home**

## Reports

### Volunteers Report for a School

A report is available for each school, listing all of the volunteers registered at their location.

On the **Dade Partners/Volunteers** screen,

Miami-Dade County Public Schools  
Office of Community Services  
1450 N.E. 2nd Avenue  
Miami, Florida 33132  
Phone: 305-995-1215 Fax: 305-995-2888

**CONFIDENTIALITY STATEMENT**  
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This page provides links to the Dade Partners/School Volunteers Database and update forms. Click on the links below to display the associated web page.

**Partner Information**  
Browse/Edit Dade Partner Add Dade Partner

**Partner Registrations**  
Browse/Edit Registration Add Registration

**Volunteer Information**  
Browse/Edit Volunteer Add Volunteer

**Volunteer Placements**  
Browse/Edit Placement Add Placement

**Reports**  
Dade Partners Volunteer List Active Proposal List

**Locations**  
Browse/Edit Location

**Home**  
Return To Intranet Applications

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▼ Select **Volunteer List** under the **Reports** category

The **Volunteers Report** for the location will be displayed.

## Sample Volunteers Report

Volunteers Report For Location 0000		
480 volunteers		
Vol ID: 9001329 -- (L1) <b>Sample Name 1</b> Home Phone: Work Phone: Cell Phone: Email Address:	Vol ID: 9008776 -- (L1) <b>Sample Name 2</b> Home Phone: Work Phone: Cell Phone: Email Address:	Vol ID: 9002440 -- (L1) <b>Sample Name 3</b> Home Phone: Work Phone: Cell Phone: Email Address:
Vol ID: 9009018 -- (L1) <b>Sample Name 4</b> Home Phone: Work Phone: Cell Phone: Email Address:	Vol ID: 9011071 -- (L1) <b>Sample Name 5</b> Home Phone: Work Phone: Cell Phone: Email Address:	Vol ID: 9011076 -- (L1) <b>Sample Name 6</b> Home Phone: Work Phone: Cell Phone: Email Address:
Vol ID: 9003111 -- (L1) <b>Sample Name 7</b> Home Phone: Work Phone: Cell Phone: Email Address:	Vol ID: 9362518 -- (L2) <b>Sample Name 8</b> 3300 NW 27 Ave, Room 205 Miami, Florida 33142 Home Phone: 305-776-5503 Work Phone: 305-638-6521 Cell Phone: Email Address:	Vol ID: 9402224 -- (L2) <b>Sample Name 9</b> 737 Crandon Blvd. PH-2 Key Biscayne, Florida 33137 Home Phone: 305-361-7799 Work Phone: 305-361-7799 Cell Phone: Email Address:
Vol ID: 9006632 -- (L1) <b>Sample Name 10</b> Home Phone: Work Phone: Cell Phone: Email Address:	Vol ID: 9008788 -- (L1) <b>Sample Name 11</b> Home Phone: Work Phone: Cell Phone: Email Address:	Vol ID: 9002426 -- (L1) <b>Sample Name 12</b> Home Phone: Work Phone: Cell Phone: Email Address:
Vol ID: 9012133 -- (L1) <b>Sample Name 13</b> Home Phone: Work Phone: Cell Phone: Email Address:		

[Return to Home Page](#)

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## ***Whom to Call for Assistance***

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For questions or comments, please complete a **HEAT ITS Self Service** desk incident at:

<http://selfservice.dadeschools.net>

**For policies and procedures assistance,**  
contact the School Volunteer Office at (305) 995-1445.



Welcome to  
**dadeschools.net**



STUDENTS

PARENTS

EMPLOYEES

COMMUNITY

Discover M-DCPS

Calendars

Committees

Directories

Human Resources

Meetings

Newsroom

School Board

Schools

Superintendent

Technology



Discover M-DCPS

Calendars

Committees

Directories

Human Resources

Meetings

Newsroom

School Board

Schools

Superintendent

## Why Should I Volunteer?

Studies reviewed demonstrated the benefits for students include:

- Higher grade point averages and scores on standardized tests or rating scales;
- Enrollment in more challenging academic programs;
- More classes passed and credits earned;
- Better attendance;
- Improved behavior at home and at school;
- Better social skills and adaptation to school



## Volunteer Opportunities

**PTA/PTSA** - Contact your school's PTA or the district office at 305-995-1102

**School Site Volunteers** - To register as a school site school volunteer, contact your school's front office and speak to the School Volunteer Liaison. He/She will set up an appointment to complete a registration form and to review the procedures, policies and guidelines. Samplings of the opportunities available are as follows:

- **Classroom Assistant** - helping a classroom teacher with individual classroom needs.
- **Tutors** - working with small groups in the classroom under the direction of the teacher to assist with academic tutorial work.
- **Chaperones** - for field trips.
- **Club Assistants** - assisting booster clubs and other school related organizations.
- **Listener/Oyente** - a required training and background check is necessary. You serve as an adult friend to a child, under the direction of a counselor.
- **All Aboard** - through the All Aboard organization, you serve as a tutor for Pre-K- 1st grade students.
- **Clerical Assistant** - you work in the front office assisting with clerical duties.
- **Hands on Miami** - [www.handsonmiami.org](http://www.handsonmiami.org)

## Mentoring Opportunities



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updated daily

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**Important Clarifications:**

**Registered Volunteers:** Once a volunteer is registered in the system, they **DO NOT** need to register again

**Parent(s):** Parents who are entering school grounds as part of their parenting duties (parent/teacher conferences, etc.) and not as a school volunteer, should be greeted and welcomed as any parent should be greeted when entering school grounds. Please have them sign-in as a guest, request a picture ID as proof, and provide ID or Visitors Pass. They may be escorted to their meeting place. They would not be registered as a school volunteer, unless they are providing those services.

**Community speakers** are defined as *“one time only”* presenters who participate in a variety of different forums including, but not limited to, career days, craft presentations, technical presentations, or academic lectures. As such, they are guests on the school grounds and must abide by all policies, procedures and guidelines. As well, speakers must show a form of ID, sign in on the form below, and be escorted to and from their school destination. They must sign out prior to leaving the building. *It is not necessary to register them as a school volunteer UNLESS they will continue in that capacity.*

**Vendors and Contractors** are NOT volunteers. They may need to undergo a background check due to the Jessica Lunsford Law but they should not be registered as volunteers. For more information on this, you may contact Mr. Robert Tyndall, Supervisor, Procurement Management Services, at 305-995-4195.

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## Become A School Volunteer

**School Volunteer Registration Form** (FM-1764) (3 different languages)

### How to Register as a School Volunteer:

- A volunteer may register at the school site or work location where he/she would like to provide services. The volunteer must present picture identification and complete and sign the School Volunteer Program Registration form (FM-1764).
- Volunteers may not begin service until the School Volunteer Office, through the Intranet database system, has cleared them as active.
- Electronic background checks take one week to clear if the record is clear. If the record shows a background issue, the SVP office will review it. If needed, additional documents may be requested of the volunteer at that time.
- Completed applications need to be entered into the Miami- Dade County Public Schools' CICS School Volunteer/ Dade Partner database (WDPV) and submitted electronically to the district office for clearance. (For assistance with database, contact the School Volunteer office at 305-995-1439).
- The volunteer will receive a background check and schools will be notified electronically through the database system when the volunteer is *cleared* and *active*.
- Once cleared, volunteers must receive the following at the school site or work location:
  - An orientation at the school site to discuss policies.
  - Policies and Guidelines: a copy of the MDCPS policies and guidelines are available at community.dadeschools.net
  - School policies and guidelines by work location
  - Identification badge or name tag
- If the volunteer requests one of the following high security positions, they must go through the Fingerprint Procedure:
  - High Security Positions require **level II** fingerprint clearance.
    - Mentor
    - Listener
    - Oyente (Spanish Listener)
    - Overnight Chaperone\*
    - Athletic or PE Assistant
    - Certified Volunteer

\*The definition of overnight indicates sleeping arrangements. Grad nights whereby students return without "spending the night" are not considered overnight.

### Fingerprint Procedures

For the identified high security positions, these persons must undergo a full fingerprint check with Miami-Dade County Public Schools:

- The registration form must be entered into the database biography records.
- Click button to request fingerprint.
- Applicant must call the fingerprint office 305/995-7472 to schedule their time at least 24 hours prior to the requested date. Clearance of records will take no more than 72 hours if there are no records issues.
- An M-DCPS Fingerprint letter must be given to the volunteer explaining the location, the hours and process for fingerprint. This letter must be obtained through the School Volunteer Program Office.
- They must have a copy of their Social Security card, driver's license, and their SVP registration form.
- Once *cleared* by the School Volunteer Office, schools will be notified electronically.
- They may begin service and should receive the same materials and training as stated in #5 of registration process.
- However, if the record indicates criminal history, the volunteer's records will be submitted for review.



## School Volunteer Policies and Guidelines

- [English](#)
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## School Volunteer Program Fact Sheet

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## Levels of Volunteers

Miami-Dade County Public Schools' Volunteer Program has two levels of volunteers:

Level I: All volunteers with the exception of the "high security" positions.

Level II: 5 identified "High security" positions:

- **Certified Volunteer:** M-DCPS offers a certification program for interested persons who wish to support community involvement initiatives within the school system by assisting with the management of school volunteers or the School Volunteer Program. A 3-hour course is required as well as successful fingerprint completion.
- **Listener/ Oyente:** M-DCPS, in conjunction with the Francine and Herb Tobin Foundation, offers this very special program for interested volunteers who wish to be trained as "special friends" for students under the direction of a counselor. Listeners/Oyentes help students learn to express themselves and clarify issues. A 4-hour training and certification is required as well as successful fingerprinting completion.
- **Overnight Chaperone:** This is defined as a volunteer who chaperones student groups and participates in sleeping arrangements with students. Overnight Chaperones are listed on official field trip forms.
- **Physical Education Assistant (all grade levels) - Athletic Assistant (Middle School only):** A Physical Education Assistant is any volunteer who assists during physical education classes. An Athletic Assistant is a volunteer at the middle school level, who assists during athletic activities. This is a person who would have interaction with students. Successful fingerprinting completion is required.
- **Mentor:** For the purposes of M-DCPS, a mentor has a very special role. It is distinguished from a purely tutorial role. Mentors are volunteers who are placed one-on-one with students or in small groups. Their role is to provide a support system for the students. Mentors may help with, but are not limited to, career planning, conflict resolution, academic encouragement, buddy systems, self-esteem building or decision-making skills. Mentors may tutor, but tutors may not mentor unless they successfully complete the Level II background check.

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## Policies and Guidelines

### Board Rule 6Gx13- 1B-1.01

All volunteers must complete, sign, and date a Miami-Dade County Public Schools' School Volunteer Program Registration Form (FM 1764E) before being placed, in a school, or beginning service as a school volunteer and successfully complete a background check.

1. A driver's license or an appropriate photo identification card (ID) (passport, school ID, etc.) must be provided at the time of registration.
2. Upon registration, volunteers must wait until they receive notice from the school or worksite to begin service.
3. Any volunteer who registers must successfully complete the registration and background check process delineated in administrative policies annually approved by the Superintendent of Schools. If significant changes occur in the background check process, the School Board will be notified by the Office of the Superintendent of Schools. Volunteers must report any criminal proceedings, including those, which may occur after a background check, to school authorities immediately.
4. Once approved, all volunteers must sign in and out at a designated location in the school before proceeding to their volunteer site. This is required for purposes of liability and to know the location of a volunteer in case of an emergency.
5. All volunteers must wear an identifying badge, such as the School Volunteer Program button, whenever volunteering.
6. Volunteers are to always serve as positive role models. A school volunteer **MUST ALWAYS**: use appropriate language; discuss age-appropriate topics; refrain from inappropriately touching students; refrain from disciplining students (behaviors needing discipline should be directed to the appropriate teacher or staff member); and refrain from giving students gifts, rewards, or food items of any kind without the teacher's permission.
7. For liability reasons, volunteers must leave preschoolers or children not registered in the school, at home.
8. Volunteers may not be left alone to supervise a group of students. The visual and auditory presence of a Miami-Dade County Public Schools' employee must be maintained at all times.
9. Volunteers **MUST** keep **CONFIDENTIAL** any information about a student or any school-related incident. If there is a safety concern or an emergency issue, it must immediately be communicated to someone in authority.
10. Volunteers should notify the front office if an illness or emergency prohibits them from attending a scheduled volunteer shift. Volunteers should be prompt and dependable.
11. The dress code for volunteers should be appropriate at all times.
12. Volunteers, under the supervision of the school volunteer liaison, should maintain a sign in sheet for volunteer activities and service. If service is provided after school or in the evenings, the beginning-ending time frame of the activity should be written. This record sheet should be submitted to the School Volunteer Liaison during the next visit to the worksite.
13. Volunteers and staff members must adhere to School Board Rules, 6Gx13- 4A-1.21 Responsibilities and Duties, and 6Gx13- 4-1.09, Employee Student Relationships.

14. Each school principal or work site supervisor may set additional policies with respect to volunteer involvement. A volunteer's service may be terminated at any time, either at the discretion of the principal, Miami-Dade County Public Schools, or the volunteer.

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# School Volunteer Program (SVP) Fact Sheet

## 1. How does a person become a volunteer?

Any individual interested in volunteering in Miami-Dade County Public Schools must do the following:

- Complete Registration Form #1764, date and sign, and submit to a school or work location of their preference. Information must be accurate.
- Show a current valid government-issued identification with picture (such as drivers license, passport, alien registration card, military id).
- Show social security card (check name and number).
- Complete a background check.
- Upon clearance, attend an orientation at the school.

## 2. Does a person have to register every year to become a volunteer?

**No.** Once a person has registered and cleared in the database, they are ready to begin. School staff must, however, place volunteers in the school's placement list in the database. If the person has left the school, inactivate them at your site. They will remain in the main pool of volunteers but not at your site. Both of these procedures are accomplished through Browse/Edit Placement.

## 3. Is it true that SVP has changed the clearance levels of volunteers?

**Yes.** In an effort to align with law enforcement, SVP has changed the clearance level numbers. The new levels are as follow:

Pending (P): Once a person has registered and is awaiting a background check.

Level 1 (L1): The standard clearance level (formerly known as Level 2).

Level 2 (L2): High security clearance level for positions where fingerprinting is required (formerly known as Level 3) are: Certified Volunteer, Overnight Chaperone for field trips, Listener/Oyente, Mentor, and Athletic or P.E. Assistant.

## 4. Why do some of my volunteers have a “?” by their name as their status?

The “?” will appear as the volunteer's status in the database after the electronic background check has been conducted, it is automatically produced due to the following reasons:

- Incorrect name or spelling of name
- Incorrect or incomplete address
- Incorrect date of birth
- SSN is not verified with that name
- Record of criminal history needs to be researched

**5. What can I do to prevent my volunteers from getting “?” status?**

Be sure the information that you are entering is correct and verify your data entries prior to submitting the application. If you identify an input error or incorrect information, email the SVP Office and let us know your findings so that they may be corrected. [IGil@dadeschools.net](mailto:IGil@dadeschools.net) or [OMcauliff@dadeschools.net](mailto:OMcauliff@dadeschools.net).

**6. If a parent or community member is new to my school, do I give them a registration form to fill out?**

**No.** You must ask them if they have volunteered before. If they know their Volunteer ID number, confirm this by checking in the database. If they appear and they are cleared, simply place them in your school by going to ADD PLACEMENT and completing that screen. Then this applicant that is new at your school will appear on your list.

However; if they do not know their ID number, go a step further. Input their name in the BROWSE/EDIT Volunteer section. Their name may appear or may not. If it does appear, write their Volunteer ID number for them and strongly suggest that they learn it and continue to place them as mentioned above. If their name does not appear, then follow the procedure for a new applicant.

**7. If I have a volunteer with a “?”, should I send them to the District office?**

**No.** Please do not send volunteers to the downtown office. It backs up the SVP Office and frustrates the parents as they have to come in traffic and many times are unable to find parking. Identify the problem and email it to us. That will make things much quicker for all involved.

**8. Is there training available for school site personnel that is new and charged with the School Volunteer Program?**

**Yes.** There will be scheduled trainings for staff that will be charged with the inputting and maintenance of the database and/or the SVP Program. Check the website for the scheduled trainings.

**9. What does it mean when a volunteer has a CV status by their name?**

CV stands for Certified Volunteer, a program offered by Miami-Dade County Public Schools' Volunteer Program Office to assist the school site volunteer liaison with the management of their program. Volunteers must be recommended for this program and they must attend a 3-hour training given by the SVP Office. Additionally, a fingerprint background check is required. These are volunteers who may be available to help schools with managing the program. They may be contacted for assistance.



**10. Where can I find important information regarding the School Volunteer Program?**

Please visit us at: <http://community.dadeschools.net> and find the School Volunteer link.

*August 2006*

**Mentor** - (level II fingerprint clearance required) You are paired with a student identified in need of one-on-one mentoring and adult support. There are specialized programs available and support materials.

**Women of Tomorrow** - [www.womenoftomorrow.org](http://www.womenoftomorrow.org)

**Take Stock in Children** - [www.takestockinchildren.org](http://www.takestockinchildren.org)

**Listeners/Oyentes Program** - [www.listenersprogram.org](http://www.listenersprogram.org)

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## Why Should I Volunteer?

Studies reviewed demonstrated the benefits for students include:

- Higher grade point averages and scores on standardized tests or rating scales;
- Enrollment in more challenging academic programs;
- More classes passed and credits earned;
- Better attendance;
- Improved behavior at home and at school;
- Better social skills and adaptation to school



## Volunteer Opportunities

**PTA/PTSA** - Contact your school's PTA or the district office at 305-995-1102

**School Site Volunteers** - To register as a school site school volunteer, contact your school's front office and speak to the School Volunteer Liaison. He/She will set up an appointment to complete a registration form and to review the procedures, policies and guidelines. Samplings of the opportunities available are as follows:

- **Classroom Assistant** - helping a classroom teacher with individual classroom needs.
- **Tutors** - working with small groups in the classroom under the direction of the teacher to assist with academic tutorial work.
- **Chaperones** - for field trips.
- **Club Assistants** - assisting booster clubs and other school related organizations.
- **Listener/Oyente** - a required training and background check is necessary. You serve as an adult friend to a child, under the direction of a counselor.
- **All Aboard** - through the All Aboard organization, you serve as a tutor for Pre-K- 1st grade students.
- **Clerical Assistant** - you work in the front office assisting with clerical duties.
- **Hands on Miami** - [www.handsonmiami.org](http://www.handsonmiami.org)

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updated daily

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    - Oyente (Spanish Listener)
    - Overnight Chaperone\*
    - Athletic or PE Assistant
    - Certified Volunteer

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## School Volunteer Policies and Guidelines

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## School Volunteer Program Fact Sheet

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11. The dress code for volunteers should be appropriate at all times.
12. Volunteers, under the supervision of the school volunteer liaison, should maintain a sign in sheet for volunteer activities and service. If service is provided after school or in the evenings, the beginning-ending time frame of the activity should be written. This record sheet should be submitted to the School Volunteer Liaison during the next visit to the worksite.
13. Volunteers and staff members must adhere to School Board Rules, 6Gx13- 4A-1.21 Responsibilities and Duties, and 6Gx13- 4-1.09, Employee Student Relationships.

14. Each school principal or work site supervisor may set additional policies with respect to volunteer involvement. A volunteer's service may be terminated at any time, either at the discretion of the principal, Miami-Dade County Public Schools, or the volunteer.

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# School Volunteer Program (SVP) Fact Sheet

## 1. How does a person become a volunteer?

Any individual interested in volunteering in Miami-Dade County Public Schools must do the following:

- Complete Registration Form #1764, date and sign, and submit to a school or work location of their preference. Information must be accurate.
- Show a current valid government-issued identification with picture (such as drivers license, passport, alien registration card, military id).
- Show social security card (check name and number).
- Complete a background check.
- Upon clearance, attend an orientation at the school.

## 2. Does a person have to register every year to become a volunteer?

**No.** Once a person has registered and cleared in the database, they are ready to begin. School staff must, however, place volunteers in the school's placement list in the database. If the person has left the school, inactivate them at your site. They will remain in the main pool of volunteers but not at your site. Both of these procedures are accomplished through Browse/Edit Placement.

## 3. Is it true that SVP has changed the clearance levels of volunteers?

**Yes.** In an effort to align with law enforcement, SVP has changed the clearance level numbers. The new levels are as follow:

Pending (P): Once a person has registered and is awaiting a background check.

Level 1 (L1): The standard clearance level (formerly known as Level 2).

Level 2 (L2): High security clearance level for positions where fingerprinting is required (formerly known as Level 3) are: Certified Volunteer, Overnight Chaperone for field trips, Listener/Oyente, Mentor, and Athletic or P.E. Assistant.

## 4. Why do some of my volunteers have a “?” by their name as their status?

The “?” will appear as the volunteer's status in the database after the electronic background check has been conducted, it is automatically produced due to the following reasons:

- Incorrect name or spelling of name
- Incorrect or incomplete address
- Incorrect date of birth
- SSN is not verified with that name
- Record of criminal history needs to be researched

**5. What can I do to prevent my volunteers from getting “?” status?**

Be sure the information that you are entering is correct and verify your data entries prior to submitting the application. If you identify an input error or incorrect information, email the SVP Office and let us know your findings so that they may be corrected. [IGil@dadeschools.net](mailto:IGil@dadeschools.net) or [OMcauliff@dadeschools.net](mailto:OMcauliff@dadeschools.net).

**6. If a parent or community member is new to my school, do I give them a registration form to fill out?**

**No.** You must ask them if they have volunteered before. If they know their Volunteer ID number, confirm this by checking in the database. If they appear and they are cleared, simply place them in your school by going to ADD PLACEMENT and completing that screen. Then this applicant that is new at your school will appear on your list.

However; if they do not know their ID number, go a step further. Input their name in the BROWSE/EDIT Volunteer section. Their name may appear or may not. If it does appear, write their Volunteer ID number for them and strongly suggest that they learn it and continue to place them as mentioned above. If their name does not appear, then follow the procedure for a new applicant.

**7. If I have a volunteer with a “?”, should I send them to the District office?**

**No.** Please do not send volunteers to the downtown office. It backs up the SVP Office and frustrates the parents as they have to come in traffic and many times are unable to find parking. Identify the problem and email it to us. That will make things much quicker for all involved.

**8. Is there training available for school site personnel that is new and charged with the School Volunteer Program?**

**Yes.** There will be scheduled trainings for staff that will be charged with the inputting and maintenance of the database and/or the SVP Program. Check the website for the scheduled trainings.

**9. What does it mean when a volunteer has a CV status by their name?**

CV stands for Certified Volunteer, a program offered by Miami-Dade County Public Schools' Volunteer Program Office to assist the school site volunteer liaison with the management of their program. Volunteers must be recommended for this program and they must attend a 3-hour training given by the SVP Office. Additionally, a fingerprint background check is required. These are volunteers who may be available to help schools with managing the program. They may be contacted for assistance.



**10. Where can I find important information regarding the School Volunteer Program?**

Please visit us at: <http://community.dadeschools.net> and find the School Volunteer link.

*August 2006*

**Mentor** - (level II fingerprint clearance required) You are paired with a student identified in need of one-on-one mentoring and adult support. There are specialized programs available and support materials.

**Women of Tomorrow** - [www.womenoftomorrow.org](http://www.womenoftomorrow.org)

**Take Stock in Children** - [www.takestockinchildren.org](http://www.takestockinchildren.org)

**Listeners/Oyentes Program** - [www.listenersprogram.org](http://www.listenersprogram.org)

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## APPENDIX N

### SCHOOL VOLUNTEER PROGRAM

#### SUBJECT: REGISTRATION AND PROCESSING OF SCHOOL VOLUNTEERS.

All volunteers must complete Registration Form (**FM #1764E**), show ID and be cleared through the WDPV database system **prior** to beginning service.

#### REGISTRATION AND THE SVP DATABASE SYSTEM

The School Volunteer Program utilizes a database system available through CICS called WDPV to enter and document your School Volunteers. A User's Manual is available on the [dadeschools.net](http://dadeschools.net) website under E-Handbooks to provide directions on entering your data. Trainings will also be available for school site staff that is responsible for entering data in the system who wishes further instruction. Once a volunteer has completed a registration form and provided appropriate picture identification, the school site is responsible for entering the information into the database system and monitoring to determine volunteer clearance.

Work location heads (principals and other administrators) will be responsible for approving those who may use the database through AAAA security approval through CICS. By approving the WDPV icon, your staff will have access to your School Volunteer data. **REGISTRATION FORMS NO LONGER NEED TO BE SENT DOWNTOWN. ONE COPY IS TO BE KEPT ON FILE AT THE SCHOOL FOR A THREE-YEAR PERIOD AND THE OTHER COPY GOES TO THE VOLUNTEER.**

It is recommended that several (3 to 4) staff members get approval to access the database for accessing volunteer information.

#### Directions for Schools

1. Clean Existing Data:

Schools should review the records of their existing School Volunteers in the database system from the placement screen. Old or revised information such as telephone numbers and placement of the volunteer should be changed using the EDIT function in the database. Be sure to click on "submit changes" after all edits have been done to ensure that changes are made.

2. Add New Data:

Any new volunteers not listed to your site, however active, should be added to your work location. Your liaison will need to add the BIO information and then place the volunteer at your school. See manual for instructions or attend a training.

### 3. Placement:

Once a volunteer is entered, continue by clicking on the button that appears which reads: "Add placement." This will ensure that the volunteer appears in your school list.

Note: Volunteers that appear with a "?" need information verified. You may expedite this process by:

1. Ensuring that name, address, date of birth and SSN was correctly inputted.
2. Convey the names of the volunteers with question marks to the School Volunteer Office at the district.

You may send your request to have volunteer status checked to:  
Valtheme@dadeschools.net.

For new volunteers:

- A volunteer may register at the school site or work location where he/she would like to provide services. The volunteer must present picture identification and complete and sign the School Volunteer Program Registration form. **(FM #1764E)**
- The school site is responsible for inputting the volunteer's data into the database for processing. The volunteer automatically goes into the pending status. If the volunteer registers for one of the "high security" positions, the school will provide the volunteer with the "Request for Fingerprint" Letter obtained by requesting at the SVP office.
- The volunteer will receive a background check and schools will be notified electronically through the database system that the volunteer is *cleared* and *active*.
- **Volunteers may not begin service until the School Volunteer Office, through the Intranet database system, has cleared them as active.**
- A criminal search should take one (1) week to clear if criminal history and data have been correctly input. If the record shows a background issue, there will be a review process. Further documents may be requested of the volunteer and could take additional weeks to clear up.
- Once cleared, volunteers must receive and understand all Policies, Procedures and Guidelines under Board Rule 6Gx13- 1B-1.01.

For existing volunteers who wish to be placed in a "high security" role, you must follow proper procedure for fingerprinting. (See manual).

The on-line system allows for consistency in information from year-to-year, easy access for reports and communication, and a way to properly document data for grants and award recognition applications such as Golden and Silver School Awards and Five Star School Award.

For assistance, the following staff and numbers are available:

Technical Support: 305/995-3705  
School Volunteer Program: 305/995-2753, 1445 or 1439  
Community Services Website: [community.dadeschools.net](http://community.dadeschools.net)  
SVP E-mail contacts: Mr. Vincent Dawkins, II, Director  
[vsdawkins@dadeschools.net](mailto:vsdawkins@dadeschools.net)

Ms. Isabel Gil, Executive Secretary  
[IGil@dadeschools.net](mailto:IGil@dadeschools.net)

Ms. Venada Altheme, Executive Secretary  
[Valtheme@dadeschools.net](mailto:Valtheme@dadeschools.net)

For more information regarding the Office of Community Services:  
Dr. Linda D. Brown, Administrative Director  
[lbrown1@dadeschools.net](mailto:lbrown1@dadeschools.net)

### **WORKERS' COMPENSATION FOR VOLUNTEERS**

Florida Workers' Compensation Law, F.S.440.02, as defined in Chapter 110, part V states that volunteers are eligible for workers' compensation if injured on the job while on school grounds or approved field trips. **Worker's Compensation medical benefits apply only to those volunteers who volunteer on a regular basis, one hour or more a week, throughout the year.** In case of injury or an accident, the same procedures as for employees or students apply.

Procedures for the volunteer to follow:

1. Notify the school of the injury immediately.
2. Get treatment from a doctor from the approved list that the school maintains.

Procedures for the school site to follow:

1. Complete an incident report.
2. Call Corvel Corporation (305/995-COMP or 2667) to process.
3. Supply the volunteer with a doctor in the volunteer's choice of location.

**It is mandatory that all volunteers complete a revised Miami-Dade County Public Schools' Volunteer Registration Form (FM #1764E) Rev. (07/07).** A person **will not** be considered a volunteer and therefore, not be covered under Florida Workers' Compensation Law, unless a fully completed registration form is on file at the school site. Florida Statutes define a school volunteer as "any non-paid person who may be appointed by a School Board or its designee." School volunteers may include, but not be limited to: parents, senior citizens, students, community and business leaders and any others who assist the students, faculty, or other members of the school staff. Additionally, all volunteers must sign-in daily on the attendance log provided by the school to attest as to hours worked.

Please be advised that those volunteers falling in the category of Community Resource speakers or Corporate Volunteers, who are already covered by worker's compensation through their company are NOT eligible for additional workers' compensation benefits through the School Board of Miami-Dade County, Florida.

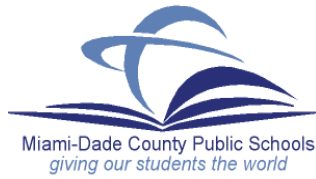
Also, please note that former Miami-Dade County Public Schools' employees applying to be school volunteers must first be cleared for authorization through a personnel check made by authorized work-site personnel, who must access the personnel screen 100 to search for the PC restrictions code on former employees. This person, then, may NOT serve as a school volunteer. The applicant may be accessed on the personnel screen 100, by entering the last name, employee number, or social security number.

For additional information please call the Office of Community Services at 305-995-1439.

### **INSURANCE**

Volunteers registered with the School Volunteer Program of Miami-Dade County Public Schools are covered by Workers Compensation while on school grounds or approved field trips. In case of an accident, please process immediately in the same manner as an accident involving a student or employee.

Please note that workers' compensation medical benefits apply only to those volunteers who volunteer on a regular basis, of one hour or more a week, throughout the year.



## The School Volunteer Program Attendance Log

School Year \_\_\_\_\_ WL: \_\_\_\_\_

Name: \_\_\_\_\_ Volunteer number \_\_\_\_\_

Date	Time In	Time Out	Teacher or Site of Service	Activity	Total Hours
<b>Total Dates</b>					<b>Page Total of Hours</b>

MEMORANDUM

AMC/2006-2007/M286

May 4, 2007

AMC/305 995-2532

**TO:** Regional Center Superintendents  
Regional Center Advocacy Directors

**FROM:** Mr. Alberto M. Carvalho, Associate Superintendent  
Office of Intergovernmental Affairs, Grants, Marketing, and Community Services

Mr. Freddie Woodson, Associate Superintendent  
School Operations

**SUBJECT: CLARIFICATION OF PROCEDURES AS THEY RELATE TO SCHOOL VOLUNTEERS**

The purpose of this memorandum is to re-clarify to schools the standards as they relate to school volunteers, parents, guest speakers, college students, and chaperones. As there still seems to be some misinformation regarding parents and volunteers, please review these definitions with your staff and clarify procedures.

**A school volunteer** is defined by Florida State Statute 1012.01(5) as any non-paid person who may be appointed by a District school board or its designee. School volunteers may include, but may not be limited to parents, senior citizens, students and others who assist the teacher or other members of the school staff. **According to School Board Rule 6Gx13-1B-1.01** any individual who has not registered previously and is interested in volunteering in Miami-Dade County Public Schools, must do the following:

**PROCEDURES FOR VOLUNTEERS NEW TO THE DISTRICT**

1. Complete Registration Form #1764, date it and sign it if the registrant is new to the District. Information must be listed as it appears on the individual's official documents. Do not use nick-names, and use initials or middle names as they appear on the person's official documents.
2. The registrant submits the application to a school or work location for in-take.
3. The registrant must show a current valid government-issued identification with picture (such as drivers' license, passport, alien registration card, military ID). The Social Security Number (SSN) is not required, but preferred. In place of SSN, volunteer can provide a current bill with address. The school personnel reviews the application with volunteer to ensure absolute accuracy on name, date of birth (DOB), address etc.
4. The school member should query the name to be sure applicant is not already registered, and then enter the information into the database system. Volunteers

Clarification of procedures  
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5. must successfully complete a background check (Level 1 or Level 2) following this entry prior to beginning services.
6. Upon clearance, in the School Volunteer Program (SVP) placement screen, (see E handbook for procedures) assign the volunteer to your school and place the volunteer in the appropriate category(ies).
7. The volunteer must receive an orientation.

**\*Note** – In-take procedures for schools may be found at <http://community.dadeschools.net>.

#### **PROCEDURES FOR REGISTERED VOLUNTEERS**

- Once a volunteer is registered in the system, they DO NOT need to register again.
- To determine if a person is in the pool of approved volunteers, request the volunteer ID number (given by the computer at the initial registration) or query the name in the Web Dade Partners Volunteer (WDPV) system.
- If they are cleared in the system, you then move to the placement box and place them in your work location (see E handbook for procedures).
- **Question Marks (?)**: These occur when a Level 1 request has inaccurate information entered. It can cause a huge delay in clearances. Names must be exactly as listed on the Drivers' Licenses or ID, date of birth, address and SSN must also be exact. That information is worth double-checking prior to submitting to ensure accuracy.

#### **LEVEL 1 AND LEVEL 2 VOLUNTEER CLEARANCES**

Miami-Dade County Public Schools' Volunteer Program has three **levels** of volunteers:

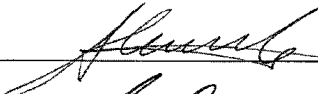
1. **Pending (P)**: A new volunteer who has registered and is awaiting a background check.
2. **Level 1 (L1)**: The standard clearance level for volunteers which includes all volunteers, **with the exception of the "high security" positions**. A 42 state national background check is conducted. L1 background check results usually take 5 - 7 days.
3. **Level 2 (L2)**: High security clearance level for positions where fingerprinting is required: Certified Volunteer, Overnight Chaperone for field trips, Listener/Oyente, Mentor, and Athletic or P.E. Assistant. Fingerprint results usually take 3 - 5 days.


#### **OTHER IMPORTANT CLARIFICATIONS**

**The Jessica Lunsford Act (JLA) does not pertain to individual school volunteers.** The JLA pertains to vendors, and/or community/volunteer based organizations with contracts or agreements with the District.

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Should you require additional information on School Volunteers, please contact Mr. Vincent Dawkins II, Supervisor, Office of Community Services, School Volunteer Program, at 305-995-1439; or e-mail @ [igil@dadeschools.net](mailto:igil@dadeschools.net).

  
\_\_\_\_\_  
AMC

  
\_\_\_\_\_  
FW

AMC/LDB/ig

cc: School Board Attorney  
Superintendent's Cabinet  
Ms. Cheryl Golden  
Dr. Linda D. Brown  
Ms. Karen Cohen  
Ms. Sigilenda Miles  
Ms. Anne Thompson  
Mr. Vincent Dawkins II



## APPENDIX O

### DADE PARTNERS REGISTRATION FORM AND DADE PARTNERS DATABASE

**SUBJECT: USE OF THE DADE PARTNERS REGISTRATION FORM AND DADE PARTNERS DATABASE TO DOCUMENT BUSINESS PARTNERSHIPS**

All business partnerships established to support our students and schools should be documented through the use of the Dade Partnership Registration Form #6481 provided in this book, and available through the Office of Community Services' website <http://community.dadeschools.net>, or Records and Form Management website. This is required for the following reasons:

- All partnerships should be documented and agreed to by all parties involved to avoid any miscommunication or duplication of efforts;
- Dade Partners may use school facilities upon the discretion of the building principal, however, they must be duly registered and active Dade Partners;
- Data documenting in-kind and monetary support will be accessed on an on-going basis for various federal, state and local reports, grants, bond programs and other public requests. Information should be accurate, updated, and complete for all work locations; and
- In order to properly maintain communication with and recognize our business community, as well as encourage community involvement, data must be retained through a central source in the Office of Community Services.

### **NEW DATABASE SYSTEM**

On June 17, 2004, a new database system available through CICS called Web Dade Partner Volunteer (WDPV) was instituted to enter and document Dade Partners involvement. A User's Manual is available via E-Handbooks on the Employee Tool Box page of [dadeschools.net](http://dadeschools.net) to provide directions on entering your data. District staff is currently working with ITS to enhance this system. Please continue to check our web site and e-briefs for changes to the WDPV database system.

Work location heads (principals and other administrators) will be responsible for approving those who may use the database through AAAA security approval through CICS. By approving the WDPV icon, your staff will have access to your Dade Partners data. **REGISTRATION FORMS NO LONGER NEED TO BE SENT DOWNTOWN. THEY ARE TO BE KEPT ON FILE AT THE SCHOOL SITE FOR A THREE-YEAR PERIOD.**

## **Directions for Schools**

1. Principals should go to AAAA give "A" to WDPV in the Menu. This will allow appropriate staff to view, edit and add partners.
2. Your Dade Partners/Liaison should be appointed. The name, title and all contact information for the 2008/2009 Dade Partner liaison should be e-mailed to Christina Scott at [cascott@dadeschools.net](mailto:cascott@dadeschools.net). This is to ensure the liaison receives all communications from the district office about the program, including deadlines, event information, and e-news letters.
3. The appointed Dade Partners liaison should review online records in the database and compare and save the 2007/2008 list of partners electronically and as a hard copy.
4. Current partners should be contacted and invited to renew their participation for this year.
5. All partnerships must be renewed on an annual basis.
6. It is recommended that principals print a copy of current list and registration form before renewal to use as a baseline to document your partnerships increase this year.

For assistance, the following staff and numbers are available:

Technical Support: 305/995-3705

Dade Partners Office: 305/995-1857 or 2775

Community Services Website: <http://community.dadeschools.net>

E-mail contacts: Ms. Christina Scott, Supervisor  
[cascott@dadeschools.net](mailto:cascott@dadeschools.net)

Ms. Mirna Obando, Senior Secretary  
[Mobando@dadeschools.net](mailto:Mobando@dadeschools.net)

Ms. Diana Venturini, Director  
[dventurini@dadeschools.net](mailto:dventurini@dadeschools.net)

## APPENDIX P

### SAMPLE LETTER TO PARENTS REGARDING INVOLVEMENT OPPORTUNITIES

Dear Parents and Guardians:

At \_\_\_\_\_ School we value your involvement as a full partner in the education of your student. Please take advantage of some of the following opportunities to be part of his or her success:

- ✓ Take a few moments to review the enclosed Handbook. It contains all the information you need about school rules and expectations.
- ✓ Come to the orientation meeting which will be held on \_\_\_\_\_.
- ✓ Join our PTA. You don't have to have a lot of time to be a member, and you will meet other parents. Membership information is enclosed, and the first meeting will be on \_\_\_\_\_.
- ✓ Come to an EESAC meeting where the committee discusses the School Improvement Plan and the school's budget. All meetings are held on \_\_\_\_\_, and they are open to the public.
- ✓ Stop by the Parent Resource Center in room \_\_\_\_\_. The Center is open daily from \_\_\_\_\_ to \_\_\_\_\_. You will find a wealth of information, including books, pamphlets and videos, to help you help your child.
- ✓ (For Title I schools) Come to the Title I parent meeting on \_\_\_\_\_. Ms. \_\_\_\_\_, the Community Involvement Specialist, has planned an informative meeting and will show you where you can get additional information.
- ✓ Stay in touch with your student's teachers. Plan to attend the Parent-Teacher Conferences on \_\_\_\_\_ and \_\_\_\_\_. If you have questions or concerns before those dates, please call or send a note to the teacher.
- ✓ Visit our school's website at \_\_\_\_\_ regularly for the latest information. Our newsletter and calendar of events is sent home on the \_\_\_\_\_ of each month and is posted on the website.

If you are interested in additional opportunities to be involved at the District level, you can learn more at <http://parents.dadeschools.net> or call 305-995-1233.