



## Discovery Academy of Science VOLUNTEER REGISTRATION FORM – LEVEL 1

### INSTRUCTIONS

In order to become a level 2 volunteer you must complete the following steps:

- 1) Please PRINT legibly and complete the entire form, front and back.
- 2) Please ATTACH a copy of your LEGAL/GOVERNMENT issued Photo ID – will be kept on file.
- 3) Send \$5 to the school to cover the processing fee.
- 4) Once the school verifies your results you will be setup in our Volunteer Tracking tool – TrackItForward and receive an email with login instructions.

**If you have questions related to volunteering please reach out to volunteers@daspvo.org**

### VOLUNTEER INFORMATION

<b>Legal Name</b> as it appears on your photo ID	Last Name	First Name	Middle Name	Maiden Name
Preferred Name – if different than legal	Email Address:		<b>Reason for Volunteering – please circle one</b> Parent    Family    Student    Other	
<b>NOTE: The Email address provided will be your login to our volunteer hour tracking site. Your Email and phone are the information that will be used to contact you regarding volunteer opportunities.</b>				
Home Address: _____				
Street	APT#	CITY	STATE	ZIP
Previous Address (if less than 5 years) _____				
Street	APT#	CITY	STATE	ZIP
Home Phone #: (    )    -	Cell Phone #: (    )    -	Best Contact #: Home    or Cell    (circle one)		
Employer:	Occupation:	Trades/Interests:		

NOTE: If you are an employee of Pinellas County School, a letter or document proving current employment will qualify you as level 2 approved.

### EMERGENCY CONTACT

Name:	Relationship:	Contact Phone #:
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### CHILD/CHILDREN ATTENDING THE SCHOOL

Child's Full Name	Teacher	Grade	Relationship to Student
Child's Full Name	Teacher	Grade	Relationship to Student
Child's Full Name	Teacher	Grade	Relationship to Student

### SCREENING INFORMATION - FOR SCHOOL USE ONLY

Date Applied for Level 1:	Date Received Screening Back:
\$5 fee paid:    Yes    No	Volunteer Status:    Approved / Limited / Denied

Pursuant to School policy, volunteers who have unsupervised contact with students must be Level 2 screened.

Discovery Academy of Science has a responsibility to its students, staff and visitors. In this regard, all individuals desiring volunteer assignments on our campuses (our facilities) are required to complete a Volunteer Registration Form. Discovery Academy of Science reserves the right to refuse volunteer assignments to any individual whether or not he or she has been convicted of any offense. In completing this public document, please understand Discovery Academy of Science's sincere concern for the safety of its students, staff and visitors.

By signing below, I agree to the rules and regulations of the volunteer program and that any product produced while a volunteer shall be the property of the School Board (a work for hire). I understand that all involvement with students shall be under staff supervision and is restricted to the school day, on the school grounds, or a school-sponsored activity. I also understand volunteers are not employees or personnel of the school board. My signature below certifies that I have reviewed the criminal offense statement and responded truthfully. **FALSIFICATION OR OMISSION OF THIS OFFICIAL PUBLIC DOCUMENT IS A CRIMINAL OFFENSE, CAN BE PROSECUTED, AND WILL CONSTITUTE GROUNDS FOR VOLUNTEER DISQUALIFICATION.**

I agree to maintain the CONFIDENTIALITY of student's information.

**X** \_\_\_\_\_ DATE \_\_\_\_\_

VOLUNTEER SIGNATURE DATE



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Discovery Academy of Science is a public agency and subject to the Florida Public Records Act. All records, with certain limited exceptions, are subject to public viewing.

### VOLUNTEER ELIGIBILITY Policy

The Discovery Academy of Science Principal will review all offenses to determine the outcome of your Volunteer Status and reserve the right to determine your eligibility status.

- **MAY NOT VOLUNTEER** IF CONVICTED OF any felony sexual related crimes, (including lewd and lascivious crimes) and felony child abuse.
- **MAY NOT VOLUNTEER IF CONVICTION WAS WITHIN THE LAST 25 YEARS** for felony crimes of violence, felony sale (including trafficking or delivery) of controlled substances.
- **MAY NOT VOLUNTEER IF CONVICTION WAS WITHIN THE LAST 10 YEARS** for other felony crimes and any misdemeanor crimes of a sexual nature, (including indecent exposure) and misdemeanor crimes related to children.
- **MAY NOT VOLUNTEER IF CONVICTION WAS WITHIN THE LAST 5 YEARS** for felony theft/economic crimes, misdemeanor crimes of violence (including violation of injunction for protection against domestic violence), misdemeanor drug crimes, misdemeanor crimes involving weapons. Worthless Checks – will be considered on a case by case basis.
- **LIMITED VOLUNTEER**: May volunteer, but **MAY NOT DRIVE** students for DUI conviction within the past five years. **MAY NOT DRIVE** students for two DUI convictions within the last ten years. **MAY NEVER DRIVE** students if volunteer has three or more DUI convictions.
- **CASE BY CASE REVIEW**: Other misdemeanors – Multiple convictions – Pending charges – Other Restrictions

FDLE Sexual predator site checked

Date \_\_\_\_\_

Initial \_\_\_\_\_

### NOTE OF THE COLLECTION AND USE OF SOCIAL SECURITY NUMBER

Notice is hereby given that Discovery Academy of Science collects social security numbers from individuals for the following purposes, which are either specifically, authorized by law or are imperative for the performance of the school's duties and responsibilities as prescribed by law: Employment eligibility, Criminal Background Screening, Certification/Contributions Tracking of students as required by State Board Rule, Tracking and reporting of Corporate Tax Credit Scholarship students as required by State Board rule, Student identification numbers State directory of new hires, Annual report of wages and individuals, Record of remuneration paid to employees and Unemployment benefits.

The Discovery Academy of Science school board prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, sexual orientation or disability in any of its programs, services or activities.

**The information below is Personally Identifiable Information, the school will shred the information below this line as soon as the Level 1 background check is performed.**

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### PERSONAL INFO

Birth date (MM/DD/YY) \_\_\_\_\_

Social Security Number (last 4 digits) - \_\_\_\_\_

### LEGAL PHOTO ID REQUIRED

Driver's License (State) \_\_\_\_\_

DL/ID NUMBER \_\_\_\_\_

Identification Card (State) \_\_\_\_\_

DL/ID Expiration \_\_\_\_\_

Military ID \_\_\_\_\_ Passport (do not print passport)

Foreign ID (Country) & # \_\_\_\_\_

### LAW ENFORCEMENT OFFENSES

**Have you EVER** had any altercation with any Law Enforcement Agency, pled nolo contendere or no contest to a charge, had an adjudication withheld, entered a Pre-Trial Intervention or Diversion program, had any offenses dropped or dismissed, been arrested or served time in jail, been convicted of a felony or misdemeanor, received a criminal traffic citation (including a DUI, driving with a suspended license and careless or reckless driving), or any criminal charge against you in the past (no matter how long ago) or have any charges now pending other than minor traffic violations. Also include any sealed or expunged convictions or confirmations of child abuse or neglect.

If **NO**, and after a background check, we find offenses, you will not be eligible to volunteer.

If **YES**, please list: all the offense(s) and the disposition of the case(s) [example: ruled guilty, paid fine, pled no contest, accepted adjudication, PTI/PTD, etc.], date(s) of offense(s), and the location (state and county) where offense(s) occurred.

List all Offenses	Disposition	Date of Offense(s)	Location (State & County)