



Discovery Academy of Science

VOLUNTEER REGISTRATION FORM – LEVEL 2

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) You must show Proof of Fingerprinting and background results
 - a. Discovery Academy of Science does NOT have access to any information related to volunteers approved by Pinellas County Schools. If you are a Level 2 volunteer with Pinellas County Schools you will need to bring your Level 2 badge to the office as proof.
 - b. Discovery Academy of Science does not have access to outside systems to verify any fingerprinting done through your employer. If you were fingerprinted as part of your employment you must attain a copy of the results of your fingerprinting/background check showing full results and the date the check was done to the school office to be verified.
 - c. If you do not have a Level 2 Badge from Pinellas County Schools or proof of background check from your employer then you must obtain your Level 2 fingerprinting and background check from the outside vendor used by the school. The company the school uses for fingerprinting is Postal Annex. Their hours are M-F 8:30-6:30 and Saturday 9am-3pm and they are located at:

2520B N McMullen Booth Rd Ste B
Clearwater, FL 33761

phone - 727-400-6801
www.postalannex.com/10013

When you go tell them you are with Discovery Academy of Science that way they will email the school the results. The cost that Postal Annex charges is \$45 and they take cash and check.

- 3) 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

Last Name	First Name	Middle Name	Preferred Name – if different than legal
Reason for Volunteering – please circle one			
Parent	Family	Student	Other
Home Address: _____			
Street	APT#	CITY	STATE ZIP
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.			
Home Phone #: () -	Cell Phone #: () -	Best Contact #: Home or Cell (circle one)	
Email Address: _____			
Employer: _____	Occupation: _____	Trades/Interests: _____	
<small>NOTE: If you are an employee of Pinellas County School, a letter or document proving current employment will qualify you as level 2 approved.</small>			

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 2:	Date Received Screening Back:
Processing Company: _____	Volunteer Status: Approved / Limited / Denied



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

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

YOU MUST COMPLETE AND SIGN THIS REGISTRATION BEFORE WE CAN PROCESS YOUR INFORMATION AND CREATE YOUR VOLUNTEER ACCOUNT.

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

X _____

VOLUNTEER SIGNATURE

DATE

NOTE: 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.