

Volunteer/Service-Learning Registration Procedures Miami-Dade County Public Schools

NOTE: No one can volunteer with MDCPS without following these procedures and being cleared.

1. 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 form may be obtained from your professor, the school or via the web:
<http://community.dadeschools.net/1764.pdf>
2. Volunteers **may not begin service until the School Volunteer Office, through the Intranet database system, has cleared them as active.**
3. Background checks take no more than 2-3 business days if the record is clear. If the record shows a background issue, the SVP office and/or the Office of Human Resources and Office of Professional Standards will review it. If need, additional documents may be requested of the volunteer at that time.
4. Completed applications will be entered into the Miami-Dade County Public Schools' CICS School Volunteer/Dade Partner Database (WDPV) and submitted electronically to the district office for clearance³.
5. The volunteer will receive a background check and schools will be notified electronically through the database system when the volunteer is cleared and active.
6. Once cleared, volunteers must receive the following at the school site or work location:
 - a. Orientation
 - b. Policies and Guidelines
 - c. School policies and guidelines by work location
 - d. Identification badge or name tag
 - e. Resource Information Sheet
7. If the volunteer requests one of the following high security positions, they must go through the Fingerprint Procedure:
 - High Security Positions
 - A. Mentor
 - B. Listener
 - C. Oyente (Spanish Listener)
 - D. Overnight Chaperone*
 - E. PE Assistant (all grades) or Athletic Assistant (middle grades)
 - F. Certified Volunteer

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

8. Volunteer must return to school, so the database can be checked to confirm that clearance has been granted.