

New Volunteer

School District of Okeechobee County Volunteer Application

Returning Volunteer

School Site _____ *Social Security # _____

Name _____ Address _____
First Middle Last

Date of Birth _____ Age _____ Birthplace _____ Country _____

Current OCSB Employee Yes ___ No ___

Sex _____ Race _____ Eye Color _____ Hair Color _____ Height _____ Weight _____

Phone: Residence _____ Business _____

Emergency Contact _____ Relationship _____ Phone # _____

Do you speak a second language? Yes No What Language? _____

Have you served as a school volunteer before? Yes No Where? _____

If you have children/grandchildren attending this school, please list their names and grade levels: _____

Length of time in Okeechobee County _____ Florida _____ Previous Residence _____

**References: Please list two non-relatives whom you have known for at least two years.

Name _____ Phone #'s _____

Name _____ Phone #'s _____

Have you ever been convicted or had adjudication withheld in a criminal offense, or are there any criminal charges pending against you? Yes No **All applicants will be screened by the Okeechobee County School Board and undergo a criminal background check.**

Job Categories: Please check (✓) all areas listed below that interests you.

Assist Teachers

- Classroom Assistant
- Field Trips
- Prepare Materials at Home
- Special Ed Classes
- Physical Education

Assist School Staff

- Office/Clerical
- Guidance
- Media Center
- PTO

Assist Students

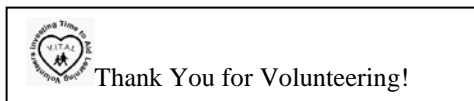
- Reading/Language Arts
- Computers
- Math/Science
- Art/Music
- Foreign Language Studies
- Social Studies
- Tutor

Athletics/Band

- Coach
- Concession

Special skills, interests or careers you can share with students: _____

Approximate Days/Times Available to Volunteer:



	Mon	Tues	Wed	Thurs	Fri
AM					
PM					

As a school volunteer, I agree to abide by the policies of the Okeechobee County School System. The above statements are true and correct.

Signature _____ Date _____ Email _____

***Notification of Social Security Number Collection and Usage: As authorized to do so by Florida Statute 119.071(5), the School District of Okeechobee County will collect the social security number of volunteer applicants to perform criminal background checks.**

O-PE-15 Please duplicate this form and send original to District School Volunteer Coordinator.

Rev 7/17

Office Use Only

**I have contacted references and recommend applicant to volunteer at my school _____

District Approval _____ Date _____ Principal/Designee _____ Date _____

Statement of Understanding

As a School Volunteer, I fully understand the guidelines presented by the Okeechobee County School Board. I agree to follow the procedures and recommendations below and will check all of Those which I understand. I shall:

- ____ wear my name tag while on school grounds.
- ____ abide by all of the rules of the school, including the dress code.
- ____ treat the School Volunteer Coordinator as my “guide” to all information needed.
- ____ insist on having a supervisor present at all times when I am with students.
- ____ treat information obtained about our students and staff in a confidential manner.
- ____ call the School Volunteer Coordinator if I cannot fulfill my date and/or time or obligation.
- ____ record the number of hours that I volunteered on the volunteer sign-in sheet.
- ____ participate in Okeechobee County Safe Schools Training (see the attached information)
- ____ notify the Volunteer office immediately if I am arrested for either a misdemeanor or a felony.

I understand that a security check is done on every potential volunteer. If the information on my application is misrepresented or if I have a criminal record, I may not be permitted to volunteer. Unusual circumstances will be considered on an individual basis. I further understand that individual schools have the right to terminate a volunteer’s service at any time based on the needs of those schools.

Notification of Social Security Number Collection and Usage: As authorized to do so by Florida Statute 119.071(5), the School District of Okeechobee County will collect the social security number of volunteer applications to perform criminal background checks.

Signature of Volunteer

Date

Superintendent
Ken Kenworthy



School District of Okeechobee County

863-462-5000

700 S.W. Second Avenue
Okeechobee, Florida 34974

Fax 863-462-5151

Chairperson
Malissa Morgan
Vice Chairperson
Jill Holcomb
Members
Joe Arnold
Dixie Ball
Amanda Fuchswanz

Dear Okeechobee County School District Volunteer:

We are asking that our volunteers participate in the Okeechobee County School District's Safe Schools Training. There is a 24-minute video we would like each Volunteer to watch:

General Ethics in the Workplace
Bullying and Harassment

For your convenience, we have also attached your log-on information and information on how to access the training. After you have completed the training, please print out your certificate and send it to Chris Lawrence in the Administrative Services Office or e-mail it to lawrencec@okee.k12.fl.us.

We appreciate your participation in this training as it is part of our School District's compliance with the "Safe School" program.

Office of the Assistant Superintendent for Administrative Services
Okeechobee District Schools
700 SW 2nd Avenue
Okeechobee, FL 34974



Okeechobee County School District

Safe Schools Training: *Volunteers*

Log in Information: In order to access this and other modules, sign on as follows:

www.okeechobee.fl.safeschools.com

Your user name is **last name (all lower case) and year of birth.** No password is required.

Once you are on the site, simply click on "View more courses", scroll down to the **Human Resources** category and click on "**General Ethics in the Workplace.**" The program will guide you through the process.

Category	Course Name	Length
Human Resources	General Ethics	24 min
Social & Behavioral	Bullying: Recognition/Response	25 min

Thank You for Volunteering!