



## Volunteering for Viera Charter School

Volunteers play an important role in the daily operations of Viera Charter School. We appreciate all the help our volunteers give our students, teachers, and school. To ensure the safety of our children, all volunteers must undergo certain safety checks. VCS has many different volunteering opportunities available and certain areas have specific screening requirements. Please view the different levels and requirements for VCS volunteers below.

### Listed Volunteers:

- Assist in the classroom
- Assist with sports/club activities
- Assist with booster activities

A "Listed" volunteer or visitor is any person who is initially screened by Viera Charter School and is subject to a criminal record name check through the schoolwide program called Raptor. You must submit a Driver's License at the front desk of the school for this background check. The visitor/volunteer's name is entered into Raptor. A badge is issued by the front office personnel and must be worn and remain visible while on school campus.

### Registered Parent Volunteer & Coaches:

- Work with students in groups outside of classroom supervision (i.e.: taking groups of students to hallway to read, taking children to the Book Fair, etc.).
- Chaperone field trips.
- Assist with coaching athletics.

A "Registered" volunteer is any person who is subjected to a Level 2 criminal record check through the Florida Department of Law Enforcement (FDLE), including the submission of electronic fingerprints. Upon successful clearance results from the FDLE's fingerprint based background check, the volunteer's name is then entered into Raptor as "registered." No person may engage in activities requiring "registered" status prior to clearance.

Those interested in becoming a Registered Volunteer or Coach must visit a Brevard County Sheriff's Department office to have their fingerprints and background check processed. It may take two to three weeks for clearance to come through, so please plan accordingly.

For more information regarding volunteer guidelines, please visit the Parent Information or PTSO tab on the VCS website.

The VCS Volunteer Contact is Amie Lynch at [alynch@vieraarterschool.com](mailto:alynch@vieraarterschool.com)

Form A

Florida Department of Law Enforcement  
Criminal Justice Information Services Division/User Services Bureau



**VECHS WAIVER AGREEMENT AND STATEMENT**

**Volunteer & Employee Criminal History System (VECHS)**

**for Criminal History Record Checks**

**under the National Child Protection Act of 1993, as amended,**

**and Section 943.0542, Florida Statutes**

Pursuant to the National Child Protection Act of 1993, as amended, and section 943.0542, Florida Statutes, this form must be completed and signed by every current or prospective employee, volunteer, and contractor/vendor, for whom criminal history records are requested by a qualified entity under these laws.

I hereby authorize (*enter Name of Qualified Entity*) Viera Charter School to submit a set of my fingerprints and this form to the Florida Department of Law Enforcement for the purpose of accessing and reviewing Florida and national criminal history records that may pertain to me. I understand that I would be able to receive any national criminal history record that may pertain to me directly from the FBI, pursuant to 28 CFR Sections 16.30-16.34, and that I could then freely disclose any such information to whomever I chose. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any national criminal history record that may pertain to me to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, pursuant to the National Child Protection Act of 1993, as amended, and Section 943.0542, Florida Statutes.

I understand that, until the criminal history background check is completed, you may choose to deny me unsupervised access to children, the elderly, or individuals with disabilities. I further understand that, upon request, you will provide me a copy of the criminal history background report, if any, you receive on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before you make a final decision about my status as an employee, volunteer, contractor, or subcontractor.

A national criminal history background check on me has previously been requested by:

\_\_\_\_\_  
(Name and Address of Previous Qualified Entity) (Year of Request)

I    have *OR*    have not been convicted of a crime.

If convicted, describe the crime(s) and the particulars of the conviction(s) in the space below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I    do *OR*    do not authorize you to release my criminal history records, if any, to other qualified entities.

I am a current or prospective (check one): Employee  Volunteer  Contractor/Vendor

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**TO BE COMPLETED BY QUALIFIED ENTITY:**

Entity Name: Viera Charter School

Address: 6206 Breslay Dr.

Telephone: 321-541-1434 Fax: 321-633-8368

FDLE Assigned Qualified Entity Number: \_\_\_\_\_

**ORIGINAL - MUST BE RETAINED BY QUALIFIED ENTITY**



## Viera Charter School Fingerprint Guidelines for Volunteers & Coaches

Volunteers play an important role in the daily operations of Viera Charter School. We appreciate all the help our volunteers give our students, teachers, and school. To ensure the safety of our children, all volunteers must undergo certain safety checks.

### Listed & Registered Volunteers

A "Listed" volunteer or visitor is any person who is initially screened by Viera Charter School and is subject to a criminal records name check. You must submit a Driver's License at the front desk of the school for this background check. The visitor/volunteer's name is entered into Raptor. A badge is issued by the front office personnel and must be worn and remain visible while on school campus.

Once cleared, listed volunteers are privileged to:

- Assists in the classroom
- Assists in sports/club activities
- Assists with booster activities

A "Registered" volunteer is any person who is subjected to a Level 2 criminal record check through the Florida Department of Law Enforcement (FDLE), including the submission of electronic fingerprints. Upon successful results from the FDLE from the fingerprint based background check, the volunteer's name is then entered into Raptor as "registered". No person may engage in activities requiring "registered" status prior to clearance.

Once cleared, registered volunteers are privileged to:

### Registered Parent Volunteer & Coach

- Working with students in groups outside of classroom supervision ( i.e.: taking groups of students to hallway to read, taking children to the Book Fair, etc.).
- Attends field trips.
- Assists with coaching athletics.

Fingerprinting for Viera Charter School can be done through the following locations:

Locations: Brevard County Sheriff's Office  
West Precinct  
Building E, 1<sup>st</sup> Floor  
2725 Judge Fran Jamieson Way  
Viera, FL 32940  
(321) 633-2123  
Monday- Friday 9:00AM-011:00AM and 1:00PM-4:00PM

Brevard County Sheriff's Office  
Criminal Investigations Division  
340 Gus Hipp Blvd.  
Rockledge, FL 32955  
(321) 633-8499  
Monday-Friday 9:00AM-11:00AM and 2:00PM-4:00PM

Brevard County Sheriff's Office  
South Precinct  
Building B  
1515 Sarno Road  
Melbourne, FL 32935  
(321) 253-6658  
Monday-Friday 9:00AM-11:00AM and 2:00PM-4:00PM

Cocoa Police Department  
1226 West King St.  
Cocoa, FL 32922  
(321) 637-6300  
Tuesday, 9:00AM-12:00PM and Thursday, 1:00PM-4:30PM

Processing: It takes approximately 2-3 weeks once online payment is made for the background results to be delivered to the school. Often time's fingerprints can be of poor quality and those can take much longer to process by the state. The school will then make a determination on your status based on their screening criteria.

**Expiration:** The background check expires one (1) year from date of approval.

An optional \$10.00 renewal fee payable to Viera Charter School is due annually **prior to expiration** if the volunteer wishes to continue to be a registered volunteer for an additional year. **It is the responsibility of the volunteer to keep their registered status active and renewed. If the registered volunteer misses the renewal window and their active status expires, the volunteer will have to re-submit fingerprints by having them re-rolled and processed at the full rates described below.**

A volunteer's status is good for 3 years (initial year plus 2 renewal years) from the time of approval date. During those three years, volunteers are required to report any arrests/or charges that occur to the Viera Charter School administration. Failure to do so will result in immediate revocation of all volunteering privileges.

**Pricing:** Criminal history record check fees are set by Florida Statutes and federal law and will vary based on the type and purpose of the request.

**Rolling of fingerprints:**

BCSO & Cocoa Police Department both charge \$10.

**Processing of fingerprints:**

Registered Volunteer: \$33.00 (as of 3/19/2012 until 1/31/2015) pricing is set by FDLE and may be subject to change.

**Annual Renewal of fingerprints:**

Registered Volunteer renewals: \$10.00 payable to Viera Charter School annually on  
years 2 & 3 at the beginning of the school year. An EZPay account has been created for this purpose.

**Payment Methods:** Payment made to the Brevard County Sheriff's Office or Cocoa Police Department for the **rolling** of the fingerprints is payable in cash only.

Payment made to the FDLE for the **processing** of the fingerprints is payable with credit card (Visa, Mastercard, American Express, and Discover) using the Civil Applicant Payment System (CAPS) at this address:  
<https://caps.fdle.state.fl.us>

Payments made to the Viera Charter School for the renewal will be available on EzPay at this address:  
<https://www.spsezpay.com/viera/ezpay/Login.aspx>

**Fingerprints will NOT be processed until full payment is made by the volunteer/coach. Fingerprints that have not been paid for within 30 days of being rolled into the system will automatically be discarded and the volunteer will need to pay to have the prints rolled again at one of the above locations.**

#### **Volunteers should adhere to the following rules:**

- Volunteers should at no time discipline a student. All discipline concerns should be directed to the appropriate VCS employee.
- Volunteers should follow the school dress code and use appropriate behavior.
- Volunteers are not allowed to bring non-school age children when volunteering unless previously approved by school principal. This includes all school field trips.
- Volunteers must keep all student information confidential.
- Volunteers must visibly wear dated volunteer badge printed at sign-in at all times while on campus.
- Volunteers cannot give medication to students at any time.
- Failure to comply with these rules could result in termination of your volunteer privileges