

## **What is a Visitor?**

A visitor is someone who is a guest on a BCSD campus during the school day. A visitor is there to observe and does not interact with students, aside from their own child. A visitor is not doing tasks for the school. All Visitors Are Scanned Against The Florida Sexual Offenders And Predators Database Each Time They Enter Campus. For examples of a visitor, see the Volunteer Handbook.

## **What is a Level 1 Volunteer?**

A level 1 volunteer is a non BCSD employee who is giving their time to help with various tasks for the betterment of the school, on or off campus. A level 1 volunteer is ALWAYS in the presence of a BCSD employee while with students. All Level 1 Volunteers Are Scanned Against The Florida Sexual Offenders And Predators Database Each Time They Enter Campus. For examples of a level 1 volunteer, see the Volunteer Handbook.

## **How do I become a Level 1 Volunteer?**

Complete the volunteer registration form and then bring a government issued ID to be scanned in the front office.

## **What is a Level 2 Volunteer?**

A level 2 volunteer is a non BCSD employee who will potentially be alone with students while performing their volunteer duties. For examples of a level 2 volunteer, see the Volunteer Handbook.

### **How do I become a Level 2 Volunteer?**

Complete the level 1 volunteer registration as described above. During the registration process, fill out the part of the application for level 2 volunteers for further instructions on fingerprinting. HR will contact you with further instructions on how to complete fingerprinting.

### **How do I become a Level 2 volunteer if I have misplaced the emailed directions?**

Contact Human Resources at (904) 966-6031 or [hr@mybradford.us](mailto:hr@mybradford.us)

### **How much does it cost to be fingerprinted?**

At this time, the cost is \$48. However, beginning in June 2025, the approximate cost for fingerprinting is \$82, and the clearance lasts for 5 years.

### **Should I be a Level 1 or Level 2 Volunteer?**

If you will be alone with students at any time, you must register as a level 2 volunteer.

### **I have students at multiple schools. Do I need to complete this process at each school?**

No, the volunteer registration process for Level 2 will apply to all schools you select on your application for 5 years. However, each school principal may use their discretion to select volunteers.

**I completed the Level 2 Volunteer registration and paid for my fingerprints. Does that mean I can go on all the field trips?**

No, by completing the process, you are being added to the list of approved Level 2 Volunteers. Each school retains the discretion to select volunteers and chaperones for each event or field trip.

**Do I need fingerprints if....**

- I am a BCSD employee? No, BCSD employees already have fingerprints on file with the district and do not need to apply as volunteers.
- I am a substitute teacher with BCSD? No, substitutes with Kelly Services do not need to be fingerprinted to volunteer.