

# *Baker County School District*

## *Volunteer Application*

**(Only needed for Level 1 or 2 Volunteers)**



Due to Senate Bill 676, the volunteer application process has changed!

**Please read below: you may NOT need to fill out the application.**

There is a volunteer handbook on our district website that can provide more information, but please consider the following:

- **School Visitor- (NO APPLICATION NEEDED)**  
If you only plan on eating lunch with your child, attending school events or parties, and coming to parent conferences, you do **NOT** need to complete the application. You can simply follow the check-in processes at your child's school to be a visitor.
- **Level 1:** Accompanying your child- **(APPLICATION NEEDED)**  
If you plan on attending a field trip with your child or helping in your child's classroom, then you **DO** need to complete the attached volunteer application.
- **Level 2:** Supervising Students- **(APPLICATION AND BACKGROUND CHECK NEEDED)**  
If you are planning to work directly with students and provide supervision, then you will need to complete the attached application and submit a fingerprint background check. More information will be provided to you after your volunteer application has been submitted and reviewed.



# *Baker County School District*

## *Volunteer Orientation*

Please print your name on this line.

Parents, family, and community members should refer to the **Baker County School District Volunteer Handbook** prior to completing this volunteer application. Senate Bill 676 has mandated changes to the volunteer application process. The District is now recognizing three categories of family involvement: Visitor, School Volunteer Working under the Direct Supervision of Staff (Level 1 Volunteer), and School Volunteer Who is Cleared for the Supervision of Students (Level 2 Volunteer).

The Baker County School District Volunteer Handbook may be found on the District website ([www.bakerk12.org](http://www.bakerk12.org)). Once on the main page, click **Menu** in the top right corner. Next, select **Departments**, and then select **Human Resources**. The BCSD Volunteer Handbook is also available thru our District app, **Baker ConnectED**, under the **Resources** button found in the **More** tab.

Prior to the 2025-26 school year, parents and family members were strongly encouraged to complete this volunteer application. **If you are only going to be visiting your child at school or attending school events, this application is not necessary.** If you will truly be volunteering, then please be encouraged to complete this application and submit it to one of the schools at which you are applying to volunteer.

Additional expectations are provided in the BCSD Volunteer Handbook; however, volunteers within the Baker County School District are expected to adhere to the following guidelines:

1. Be willing to learn and accept supervision.
2. Volunteer for only the time you can expect to fulfill.
3. If you are going to miss a regularly scheduled session, call the school and leave a message.
4. Be punctual, sign in, wear your volunteer badge, and be sure to sign out.
5. Become familiar with school, classroom, and emergency procedures.
6. Be positive! Words are powerful.
7. Avoid disciplining any student. Refer problems to the staff.
8. Keep talking with the teacher to a minimum.
9. Do not criticize the school or teachers. If there is a misunderstanding, clear it by communication.
10. All volunteers should follow the school dress code.
11. The individual school principal and the school board or their designees will approve volunteer assignments.
12. Volunteers for field trips will not be allowed to take other children along who are not part of the school activity.
13. We are a drug free school district; smoking is strictly prohibited.
14. If any person should ask to take a child with whom you are working, you should direct that person to your supervisor or the office.
15. I have read and will abide by the expectations outlined in the Baker County School District Volunteer Handbook.

I have read, understand, and will follow the above rules.

---

Volunteer's Signature

---

Date

Please read the following statement and verify your agreement by signing on the line below:

"I understand that in the course of my work (volunteerism) in this building, I will be exposed to information that is confidential in nature. I will not discuss any of this information with anyone, including members of my own family, outside this building. Additionally, I will not discuss this information in open environments during the regular school day and/or during school activities where the confidentiality of a situation may be jeopardized (teachers' lounge, field trips, school programs, classroom parties, etc.)."

---

Volunteer's Signature

---

Date

***Deadline for applications is October 31st.***

# Baker County School District Volunteer Application

Thank you for your interest in serving as a volunteer. Please provide the necessary information needed for approval.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Maiden/Previous Last Names: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_  
Street/ P.O. Box City State Zip Code

\_\_\_\_\_ Home Phone Work Phone Cell Phone

Special Interests or Talents: \_\_\_\_\_

If you have children in the Baker County School System, please complete the following:

First Name	Last Name	School	Grade	Home Room Teacher

References: If you are employed, please list your employer as one reference. You may list school personnel (administrators, teachers, school staff) if you have known the person for at least one year.

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street/ P.O. Box City State Zip Code  
Years Known: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street/ P.O. Box City State Zip Code  
Years Known: \_\_\_\_\_

Please check all of the following that are applicable. I am completing this application in order to:

- ☐ Assist in the classroom.
- ☐ Chaperone field trips.
- ☐ Assist with other school related activities (Book Fair, Field Day, Picture Day, etc.).
- ☐ Complete clerical assignments.
- ☐ Mentor students.
- ☐ Tutor students.
- ☐ Assist with the PBIS Store.

Please check all of the following that are applicable. I am interested in volunteering at the following sites:

- ☐ Pre-K/Kindergarten Center
- ☐ Legacy Elementary School
- ☐ Macclenny Elementary
- ☐ Westside Elementary
- ☐ Baker County Middle School
- ☐ Baker County High School
- ☐ Family Service Center
- ☐ Keller Education Center
- ☐ Baker County Alternative School

# BCSD Volunteer Application

After reviewing the BCSD Volunteer Handbook, please select the level of volunteer status for which you are applying:

- ☐ School Volunteer Working under the Direct Supervision of Staff (Level 1 Volunteer)  
☐ School Volunteer Who Is Cleared for the Supervision of Students (Level 2 Volunteer)

*Pursuant to 1012.315 F.S., applicants having been convicted of a crime involving moral turpitude shall not be employed (volunteer) in any position requiring direct contact with students. Otherwise, an applicant shall not be disqualified from employment (volunteering) solely because of a prior conviction for a crime. Nevertheless, a person may be denied employment (volunteering) pursuant to 1012.32(2)(a) and 1012.465 F.S., by reason of a prior conviction if the crime was a felony or first-degree misdemeanor and directly related to the position of employment (volunteering) sought.*

Please complete the following:

\_\_\_\_\_  
Your Name (Please Print)

\_\_\_\_\_  
Maiden/Previous Last Names

\_\_\_\_\_  
\*Social Security Number

☐ Male ☐ Female

\_\_\_\_\_  
Race

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

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Cell Phone and/or Home Phone

**SCREENING:** If multiple offenses, provide information about each offense on an additional sheet of paper.

Have you ever been arrested, convicted, fined, incarcerated (jailed), placed on probation and/or community control (house arrest), taken into custody by a law enforcement officer, participated in any type of pretrial intervention program, or had adjudication withheld, other than in a minor traffic violation? **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

If yes, please complete the information requested below for each offense:

Offense \_\_\_\_\_ Name used by you at the time of offense \_\_\_\_\_

Date of offense/arrest \_\_\_\_\_ City/County/State \_\_\_\_\_

Date of conviction or disposition \_\_\_\_\_

Level of conviction (felony or misdemeanor) \_\_\_\_\_

Explanation of final disposition \_\_\_\_\_

I hereby give the Baker County School Board authorization to run a check on my record with the Baker County Sheriff's Department/Florida Department of Law Enforcement (FDLE) and furnish the Baker County School Board with the same. I further agree that if any misrepresentation has been made by me, any offer of volunteer service may be withdrawn or my volunteer service terminated immediately without any obligation to me or liability to the Baker County School District. The Baker County School System reserves the right to terminate volunteers at any time.

Volunteer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Interview / Orientation \_\_\_\_/\_\_\_\_/\_\_\_\_

Placement (Area/Teacher) \_\_\_\_\_

Vol. Coordinator has checked <https://offender.fdle.state.fl.us/offender/sops/offenderSearch.jsf> and Raptor Technologies

Vol. Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please check all of the following that are applicable. I am interested in volunteering at the following sites:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Pre-K/Kindergarten Center | <input type="checkbox"/> Legacy Elementary School   | <input type="checkbox"/> Family Service Center           |
| <input type="checkbox"/> Macclenny Elementary      | <input type="checkbox"/> Baker County Middle School | <input type="checkbox"/> Keller Education Center         |
| <input type="checkbox"/> Westside Elementary       | <input type="checkbox"/> Baker County High School   | <input type="checkbox"/> Baker County Alternative School |

**\*Your Social Security Number is collected to undergo background screenings as required under Florida Statute 1012.465.**

CRIMINAL RECORDS CHECK

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

No Record Found