



APPROVAL PROCESS

Overnight Field Trip Chaperones, Band Adjuncts, and Good News Club Volunteers

Overnight chaperones, band adjuncts, and/or Good News Club volunteers must be fingerprinted and pass a level II background check that is conducted via fingerprint submission to the Florida Department of Law Enforcement (FDLE) and Federal Bureau of Investigation (FBI) national database. This will give Volusia County Schools the ability to know definitively who is in direct contact with students.

It is recommended that fingerprinting be done at least one month before a field trip or providing services to band programs or Good News Clubs. Overnight chaperones, band adjuncts, and/or Good News Club volunteers will be responsible for paying the fees associated with the fingerprinting and background check. An approved status for overnight chaperones, band adjuncts, and/or Good News Club volunteers will be valid for five years as of the approval date. Please review the *Frequently Asked Questions* for more detailed information.

Volusia County Schools employees, including substitutes, are not required to be re-fingerprinted.

Application Process

Overnight chaperones, band adjuncts, and/or Good News Club volunteers must fill out an application to volunteer with Volusia County Schools. Be sure to check "Chaperone – Overnight," "Band Adjunct," and/or "Good News Club" on the "Functions" page of the application.

If you are already an approved volunteer and want to be approved as an overnight chaperone, band adjunct, and/or Good News Club volunteer, please contact the CTE office at (386) 734-7190, extension 20668, for instructions.

The cost for five years is \$83.00, approval valid for 5 years.

Renewals

Overnight chaperones, band adjuncts, and/or Good News Club volunteers will be notified via the email account associated with their volunteer application at least 30 days before the five-year expiration.

Volunteers need to redo the fingerprinting at the end of every five years if fingerprint is still needed.

Level II Background Screening

Through the Volunteer and Employee Criminal History System (VECHS), the FDLE and the FBI will provide Volusia County Schools with state and national criminal history record information on overnight chaperones, band adjuncts, and/or Good News Club volunteers. With this criminal history information, the district can more effectively screen out current and prospective volunteers who are not suitable for contact with children.

A level II background screening will provide the district with:

1. An indication that the person has no criminal history, i.e., no serious arrests in state or national databases, if there are none.
2. The criminal history record (RAP sheet) that shows arrests/and or convictions for Florida and other states, if any.
3. Notification of any warrants or domestic violence injunctions that the person may have.

See the *Eligibility Statement* for offenses that will disqualify overnight chaperones and/or band adjuncts. The same statute that disqualifies school district employees from being hired will be used (Chapter 1012, Section 315, Florida Statutes).