

# The HCPS web-based Volunteer Application OPENS online to all volunteers and community partners on July 1<sup>st</sup>.



All volunteers and community partners must complete the HCPS online Volunteer Application **each** school year. Anyone who submits a volunteer application **beginning** July 1 will remain **active** in our system through June 30 or the end of fiscal year.

A new application is available on July 1, the start of a new school year.

## THERE ARE TWO WAYS TO ACCESS THE ONLINE VOLUNTEER APPLICATION:

1. From the District website ([www.sdhc.k12.fl.us](http://www.sdhc.k12.fl.us)), click on the “Families” menu.

- Then click on the “Volunteering in HCPS” link.
- Finally, click on the “Y.E.S.” icon on the right.



2. From a school website, click on the “Community” menu.

- Then click on the “Volunteer Information” link.
- Finally, click on the “Y.E.S.” icon.



Just say Y.E.S.  
You Empower Students

Hillsborough County  
Public Schools  
[www.sdhc.k12.fl.us](http://www.sdhc.k12.fl.us)

## Hillsborough County Public Schools

### Volunteer Application

Please complete application fully  
C. Leon King High School

Office of Community Engagement & Philanthropy  
Volunteer Services Department  
Delia P. Sanchez School Resource Center  
2100 E. 26<sup>th</sup> Avenue Tampa, FL 33605

Hillsborough County Public Schools is going **GREEN!**

We are moving to an online volunteer application process that has the following benefits:

- ✓ Save schools and volunteers time
- ✓ Volunteers can select multiple schools within the same application
- ✓ Eliminate the duplication costs and review time of the 45K+ applications annually

Application **OPENS** online to all volunteers and community partners on **August 10<sup>th</sup>**.

There are two ways to access the online application:

1. From the District website, click on "**Families**" menu. Then, click on the "Volunteering in HCPS" link. Click on the Y.E.S Icon
2. From a School website, click on the "**Community**" menu. Then, click on the "Volunteer Information" link. Click on Y.E.S Icon

Please continue to check the district or school website for availability of the new online application. Volunteers and community partners are saying "Y.E.S." (You Empower Students) every day to **empower students** with skills, knowledge and attitudes that are necessary to "prepare students for life".

Thank you.



## **VOLUNTEER FINGERPRINTING PROCEDURES**

(Allow at least two weeks prior to overnight field trip for processing)

The following are the steps for completing the fingerprinting process effective February 1, 2015:

1. Volunteer completes an original Hillsborough County Public Schools Volunteer Application and brings it with them to the Office of Professional Standards.
2. Prior to visiting the Office of Professional Standards, the volunteer should call to confirm hours of operation and availability (813-840-7151 or 813-840-7155). Normal hours are M-F from 8:00 a.m. – 4:00 p.m. (closed for lunch from 11:30 a.m. to 12:30 p.m.). Volunteers should identify themselves as volunteers, not vendors.
3. The location for The Office of Professional Standards (Fingerprinting) is: Instructional Services Center (ISC), 2920 North 40th Street, Tampa, Florida 33605, 1st Floor.
4. Volunteers should take the following items when going for fingerprinting: a. Original completed Hillsborough County Public Schools Volunteer Application b. Social Security Card c. State or government issued photo ID d. Money order for current amount of fee (\$45.50) for fingerprinting made payable to Hillsborough County Public Schools (HCPS). Each individual should have their own money order. Money orders are the only form of payment accepted.
5. Fingerprint technicians will obtain a legible set of the volunteer's fingerprints and submit them for local, statewide, and national checks.
6. After completing the fingerprinting process, the Office of Professional Standards will date stamp the HCPS Volunteer Application and return it to the volunteer.\* The volunteer should take the application to the school (the CVC or school Principal) who will contact and/or forward a copy to the coordinator of the group going on the overnight trip.
7. The Office of Professional Standards will notify Volunteer Services of the outcome of the background check.
8. Schools will be called regarding any findings on volunteers that have a background found through fingerprinting. These findings will only be reported to an appointed Community Volunteer Coordinator or the school Principal.
9. Fingerprinting is good for 3 years. Volunteer Services maintains the volunteer fingerprinting database. Schools should contact Volunteer Services directly to verify the expiration date of volunteers previously fingerprinted.

\*The date stamp that the fingerprinting department uses on volunteer application only provides proof that the individual has been fingerprinted. It does not indicate that the volunteer has been cleared to volunteer. The school will be contacted directly if an individual has anything show up in their background check. If you do not hear from Volunteer Services within two weeks of the fingerprinting, the individual is clear to volunteer.

Updated October 8, 2015