

# CCPS Volunteer Procedure

## **All New and Returning CCPS Volunteers will need to do the following beginning in July:**

On-line via [collierschools.com](http://collierschools.com)..under Quick Links, located toward the left of the main website page, you would select “Volunteer”.

Upon reaching the main Volunteer website page, select Returning Volunteer ... update application and submit.

\* If the system does not recognize the User i.d. and/or Password, even after selecting forgot my i.d./password, then select New Volunteer log in and complete application as a new volunteer.\*

\*\* Be sure to select Naples High School as one of the schools where you will be volunteering. \*\*

Upon completion of the application, watch the Volunteer Orientation Video. **Each new and returning Volunteer will need to come into the office at NHS** with their driver’s license to be scanned (mini background check). The school’s volunteer coordinator will then e-mail the district requesting the volunteer status be changed from Inactive to Active status.

In addition, if the volunteer will be traveling out of county or on an overnight trip, they will need to be fingerprinted, even if you have recently been fingerprinted through the District. The volunteer coordinator will complete the fingerprint authorization forms and have the volunteer sign. (A 3rd party now handles the fingerprinting. The volunteer will receive an e-mail from the district with instructions on how to schedule an appointment for the fingerprinting and the locations to go to have fingerprints taken). Please note... this process must be completed to be a Level 2 Volunteer who wishes to travel out of Collier or Lee County and/or on an overnight trip.

A photo will be taken for a new badge when volunteers come in with their licenses to be scanned.

**New this year:** At no time should the volunteer be dealing directly with the District offices (either in person or via telephone calls). All questions regarding the process should be directed to each school’s Volunteer Coordinator.