

Parents,

Due to mandates from Miami-Dade County Public Schools, all parents wishing to volunteer must participate in the *School Volunteer Registration Program* and must be cleared through Miami-Dade County Public Schools before permission to volunteer is granted. This mandate includes clearance for volunteers in school events such as book fairs, fundraising activities, etc. Parents must also be cleared to chaperone fieldtrips.

School-site employees of the school sponsoring the field trip as well as volunteers who have been cleared by the M-DCPS School Volunteer Program (application completed online, background check processed, and approval received) are permitted to serve as chaperones for field trips, if the person is 21 years of age or older.

Employees at M-DCPS work locations other than the one sponsoring the field trip must complete the School Volunteer Program clearance process prior to chaperoning any field trip that is not sponsored by their work location.

VOLUNTEER LEVELS

- Pending:** registered, but are not yet cleared (these individuals are not eligible to serve as a chaperone).
- Level I:** cleared volunteer who is limited to positions that are not "high security" (no fingerprinting required). A Level I volunteer can chaperone a field trip that is **NOT** an overnight trip involving hotel or similar accommodations.

PROCEDURE TO BECOME A VOLUNTEER

Procedures delineated by the M-DCPS School Volunteer Program must be followed.

Information on such procedures can be found at the Parent Portal,

<http://community.dadeschools.net!/svp/school-vol.asp>

or by calling 305-995-2995.

*****All parents attending an in school function must complete the School Volunteer Program clearance process prior to attending an event. If you are not cleared, you will not be allowed to attend.***

Office of Community Engagement

School Volunteer Registration

Process [Español](#) [Kreyòl](#)

New School Volunteers and Mentors

After registering and logging into one of the portals (Student, Parent, Employee, Community), follow these steps:

1. Click the **Apps/Services/Sites** tab at the top
2. Click on **Be a School Volunteer**
3. Fill out the personal information and click **Submit**
4. Choose your school(s) and activity(ies) in which you wish to volunteer and click **Submit** (A background check will be completed at this time).
5. A message will appear at the bottom showing your status (*ex. Your application is pending approval at AIR BASE ELEMENTARY. Please visit the location's volunteer coordinator with a photo ID for final approval.*).
6. Go to your selected school/location and show your photo identification for final approval.

Returning School Volunteers and Mentors

You will need to re-register each year to become a volunteer or mentor. Login to your portal using your username and password and update the information in your application including school(s), and activity(ies) and click Submit.

Level 1 volunteers will require a new background check every three years.

Level 2 volunteers will require a new fingerprint check every five years.

Retired/Former Employees

If you are a retired or former employee of M-DCPS and registered to be a volunteer through the Employee portal while still employed, you will need to create a new Community portal account and register to be a volunteer through the community portal.