

# School Volunteer Program (SVP) Fact Sheet

## 1. How does a person become a volunteer?

Any individual interested in volunteering in Miami-Dade County Public Schools must do the following:

- Complete Registration Form #1764, date and sign, and submit to a school or work location of their preference. Information must be accurate.
- Show a current valid government-issued identification with picture (such as drivers license, passport, alien registration card, military id).
- Show social security card (check name and number).
- Complete a background check.
- Upon clearance, attend an orientation at the school.

## 2. Does a person have to register every year to become a volunteer?

**No.** Once a person has registered and cleared in the database, they are ready to begin. School staff must, however, place volunteers in the school's placement list in the database. If the person has left the school, inactivate them at your site. They will remain in the main pool of volunteers but not at your site. Both of these procedures are accomplished through Browse/Edit Placement.

## 3. Is it true that SVP has changed the clearance levels of volunteers?

**Yes.** In an effort to align with law enforcement, SVP has changed the clearance level numbers. The new levels are as follow:

Pending (P): Once a person has registered and is awaiting a background check.

Level 1 (L1): The standard clearance level (formerly known as Level 2).

Level 2 (L2): High security clearance level for positions where fingerprinting is required (formerly known as Level 3) are: Certified Volunteer, Overnight Chaperone for field trips, Listener/Oyente, Mentor, and Athletic or P.E. Assistant.

## 4. Why do some of my volunteers have a “?” by their name as their status?

The “?” will appear as the volunteer's status in the database after the electronic background check has been conducted, it is automatically produced due to the following reasons:

- Incorrect name or spelling of name
- Incorrect or incomplete address
- Incorrect date of birth
- SSN is not verified with that name
- Record of criminal history needs to be researched

**5. What can I do to prevent my volunteers from getting “?” status?**

Be sure the information that you are entering is correct and verify your data entries prior to submitting the application. If you identify an input error or incorrect information, email the SVP Office and let us know your findings so that they may be corrected. [IGil@dadeschools.net](mailto:IGil@dadeschools.net) or [OMcauliff@dadeschools.net](mailto:OMcauliff@dadeschools.net).

**6. If a parent or community member is new to my school, do I give them a registration form to fill out?**

**No.** You must ask them if they have volunteered before. If they know their Volunteer ID number, confirm this by checking in the database. If they appear and they are cleared, simply place them in your school by going to ADD PLACEMENT and completing that screen. Then this applicant that is new at your school will appear on your list.

However; if they do not know their ID number, go a step further. Input their name in the BROWSE/EDIT Volunteer section. Their name may appear or may not. If it does appear, write their Volunteer ID number for them and strongly suggest that they learn it and continue to place them as mentioned above. If their name does not appear, then follow the procedure for a new applicant.

**7. If I have a volunteer with a “?”, should I send them to the District office?**

**No.** Please do not send volunteers to the downtown office. It backs up the SVP Office and frustrates the parents as they have to come in traffic and many times are unable to find parking. Identify the problem and email it to us. That will make things much quicker for all involved.

**8. Is there training available for school site personnel that is new and charged with the School Volunteer Program?**

**Yes.** There will be scheduled trainings for staff that will be charged with the inputting and maintenance of the database and/or the SVP Program. Check the website for the scheduled trainings.

**9. What does it mean when a volunteer has a CV status by their name?**

CV stands for Certified Volunteer, a program offered by Miami-Dade County Public Schools' Volunteer Program Office to assist the school site volunteer liaison with the management of their program. Volunteers must be recommended for this program and they must attend a 3-hour training given by the SVP Office. Additionally, a fingerprint background check is required. These are volunteers who may be available to help schools with managing the program. They may be contacted for assistance.



**10. Where can I find important information regarding the School Volunteer Program?**

Please visit us at: <http://community.dadeschools.net> and find the School Volunteer link.

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