



Become An Approved Volunteer

Any person who wishes to volunteer at Berkley Charter School must submit a volunteer application, complete a Level 2 fingerprint background screening, and receive approval prior to participating in volunteer opportunities. This does not include those who visit our campus for meetings and/or lunch visitors.

1. Complete the Volunteer Information Form by scanning the QR code below or visiting the following link:



<https://forms.gle/dibotyGn5TJegkdt5>

2. If your fingerprints are already registered in the Florida Agency for Health Care Administration (ACHA) Clearinghouse, you will receive an email within 72 hours from our office confirming your request and volunteer status, or to proceed with the fingerprinting steps below. If you are already in the ACHA Clearinghouse, the cost will be \$12.50 for a resubmission of your prints.
3. If your fingerprints are not currently registered in the ACHA clearinghouse, you will need to proceed with the following steps:

- a. Visit <https://www.certifixlivescan.com/services/florida-live-scan>
- b. Click on “Enroll Now” and enter your zipcode
- c. ORI: **VDOEPUBS3** (all CAPITALS) and choose “**Volunteer**”
- d. Fill out all information, pay (approx. \$95) and submit to receive a QR code.
- e. Take the QR code to the location you selected with **two** proofs of identification.
- f. Email rachel.steele@polk-fl.net when fingerprinting has been completed. Once fingerprinting has been processed and approved, you will receive an email from the office confirming volunteer status.



Applicants will be screened by the Level 2 screening standards outlined in Florida Statute 435, Applicants with disqualifying offenses, including a conviction for or adjudication withheld on a felony offense, will not be eligible to volunteer.