

Volunteer Registration Process

All returning volunteers must re-activate their volunteer profile by logging onto Focus/Portal at home or from a school computer. **PLEASE DO NOT REACTIVATE YOUR PROFILE FROM A CELL PHONE.** Returning volunteers who do not have access to a computer may also complete a Pinellas County Volunteer Registration Form (front and back of signed and completed) and return it to the volunteer coordinator. **For instructions to log onto FOCUS/PORTAL, please see the “Signing onto the District FOCUS/PORTAL System” section of the website.**

All new volunteers must complete a Pinellas County Volunteer Registration Form to register.

Once the registration process is complete, volunteers will receive an email from the volunteer coordinator stating that you are an “ACTIVE” volunteer. You will also be given your username and password to log onto FOCUS/PORTAL where you will need to log your volunteer hours.

Volunteers **MUST** wear a DHS Volunteer Badge while volunteering on campus or while volunteering for any school related events. Badges are **FREE** of charge and can be made anytime during school hours. **WE RECOMMEND THAT YOU CALL AHEAD TO ENSURE THE MEDIA CENTER IS OPEN.** If you are an active volunteer and do not have a badge, please contact the Family and Community Relations Liaison.

PLEASE DO NOT VOLUNTEER AT DHS UNTIL YOU HAVE COMPLETED THE VOLUNTEER REGISTRATION PROCESS, HAVE BEEN APPROVED AND GIVEN A CURRENT ID BADGE.

Typically, it can take up to 3 weeks or more for a volunteer to be screened and approved. If an event or activity is coming up that you need to volunteer for and you are unsure you will be approved in time, please contact the volunteer coordinator to ensure you are approved before the activity or event takes place.

Volunteers who check “YES” to having a past criminal offense while re-activating their profile on Focus/Portal or on the Volunteer Registration Form will take longer to process. Volunteers who register and have a criminal background must be cleared by the Pinellas County School Board Administration before approval is given. In some cases individuals will not be able to volunteer at DHS. **VOLUNTEERS WILL BE NOTIFIED OF THEIR STATUS ONCE THEIR BACKGROUND CHECK HAS BEEN COMPLETED.**

All volunteers chaperoning field trips must have an “ACTIVE” status before attending the field trip. If the volunteer is driving students in a personal vehicle or will be alone with students at their destination, the volunteer **MUST** be a LEVEL 2 volunteer. To obtain a Level 2 status, please refer to the LEVEL II/Fingerprinting section of the website. This process can take two to three weeks and involves a cost of \$45.00.

All Volunteers MUST record their volunteer hours in Focus/Portal. Hours are recorded to satisfy state and county reporting requirements.

Volunteer hours can be reported by logging on to Focus/Portal from a home or school computer, smart phone, IPAD or tablet. Volunteers may also log their hours on paper and submit on a regular basis to the volunteer coordinator. Volunteer may also email or phone the volunteer coordinator any time to report hours. There are deadlines to submit hours for each of the 2 semesters. Volunteers will be notified of these deadlines by email.

If you have any questions or concerns in regards to volunteering or the volunteer registration process, please feel free to contact the **Family & Community Relations/Volunteer Coordinator Kim Cerda at cerdak@pcsb.org or at 727-469-4100 Ext. 2006** any time. Office hours for the volunteer coordinator are Monday-Friday 8:30am-12:30pm.