



VOLUNTEERS NEEDED



Based on new guidance, we have created two classifications (Volunteer Level 1, Volunteer Level 2) to help clarify who requires a background check and which type is required.

IMPORTANT NOTE: This does not include exempt volunteers, who already have a Level 2 background screening. Exempt volunteers are **LWCS staff, law enforcement, and college students screened through Pre-Employment Services**. Students are also exempt due to being under 18 years of age.

LEVEL 1 VOLUNTEER: \$25.00

The following activities have been identified as those where the volunteer would only require the Level 1 background check.

Please keep in mind that all these activities require that the volunteer be under the direct supervision or line of sight of an LWCS employee at all times.

| Volunteer Level 1 |
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| <i>Must have an approved volunteer application and Level 1 background screening, so long as they are under the direct supervision of a LWCS employee.</i> |
| Classroom helper – holiday activities, small groups, reading to students |
| Field trip chaperone or other school-sponsored off-campus activity supervising students |
| School Events: supervising student stations at Field Day, Special Olympics, Fun Runs, etc. |
| Assisting with band/chorus/drama |
| Serving, prepping, and monitoring in the cafeteria |
| Helping at the book fair, organizing the school library/media center |
| Monitoring School dance/festival/carnival, hallways (Watch Dogs) |
| Organizing clothes closet/food pantry, holiday shop |
| Club Sponsor, Odyssey of the Mind, Mentor, Tutor |
| Early Childhood/HeadStart |
| Office helper, PTA/PTO, SAC |
| Concessions, Ticket Collection/Sales, Parking, etc. (With direct supervision of students.) |

SCAN ME



Follow these directions via Raptor to sign up to be a Level 1 Volunteer.

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LEVEL 2 VOLUNTEER: \$84.00

(\$64 for fingerprinting/background check via Field Print and \$20 for state clearing house fee)

If you are **NOT** monitored by a LWCS staff member, you will need to go to the link below to fill out the LWCS Level 2 Volunteer application and complete the steps (including being fingerprinted by Field Print) to acquire a Level 2 Badge. *An example would be to volunteer as a chaperone with a group of students on a field trip.* You will show the Level 2 Badge and your ID upon entering campus for volunteer duties.

Steps for Level 2 Volunteer:

1. Complete the online form and email it to hr@lwcharterschools.com so that they can enter you into the clearinghouse. Please use this as your emails subject line: **VOLUNTEER-CLEARINGHOUSE REQUEST**

- If you are already in the Clearinghouse, you may not need fingerprinting.
- Please **DO NOT** schedule fingerprints if you are in the clearinghouse database. Please email the above form to hr@lwcharterschools.com and state that you are in the clearinghouse so that we can confirm.

GET STARTED →



SCAN ME!

2. Fingerprints must **ONLY** be collected by Fieldprint. Please visit <https://fieldprintflorida.com/individuals> to set up an appointment for fingerprinting. **DO NOT** schedule the appointment without completing step 1.

3. When making an appointment, please be sure to use the following **code**:
FPLakeWalesCharterVol5342

4. Once fingerprints and background are cleared, you will receive a notification via email from the LWCS HR Department.

5. You will then send your photo and the last 5 digits of your drivers license number to LWCS.IDBadge@lwcharterschools.com, as you will need to have a Level 2 Badge to enter the school along with your State ID.