



Mandatory Procedures for becoming an ARVIDA MIDDLE SCHOOL VOLUNTEER

Even though you were cleared last year as an Arvida Middle School Volunteer you are NO LONGER CLEARED.

VOLUNTEER CLEARANCE MUST BE DONE EVERY NEW SCHOOL YEAR BEGINNING IN AUGUST.

2019 – 2020 Volunteer Clearance Procedures

If you already have an account on the parent portal or community portal then do the following:

- 1. Sign into your account (Parent, Community or Employee)*
- 2. Click Apps/Services/Sites tab*
- 3. Click Be A School Volunteer tab*
- 4. Update personal information if required and click on tab to add school*
- 5. Scroll down until Arvida Middle School and click*
- 6. Click on the boxes you will volunteer for (L1) volunteer status*
- 7. If you want to become an (L2) volunteer click on the boxes you want to be cleared for*

- ❖ Due to a change in the MDCPS volunteer clearance procedure, **ALL** volunteers (current and new) must register as a volunteer through the Parent, Community or Employee Portal at www.dadeschools.net in order to begin volunteering this school year in **any** capacity (fundraising, fieldtrips, luncheons, school store, afterschool sales, etc.).
- ❖ Only the parents/guardians designated on the Parent Portal may register to volunteer through the Parent Portal. Any other family members who wish to volunteer must access the Community Portal and obtain a community account in order to register for the volunteer program. ***Employees of MDCPS should register via their Employee Portal.***
- ❖ A Completed “Parent Volunteer Form” with and attached copy of your Driver’s License or government picture ID, must be turned into the Volunteer Liaison in the Main Office. **Copies of IDs (i.e. driver’s license) will NOT be made at the school**

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- ❖ Any volunteer who is not a parent of an Arvida Middle School student must register through the Community Portal.
- ❖ Portal User guides:
 - Parent Account Registration:
<http://myportal.dadeschools.net/pdf/parentaccountregistrationguide.pdf>
 - Community Account Registration Process
http://myportal.dadeschools.net/pdf/comm_account_registration.pdf
- ❖ Instructions on how to complete volunteer registration on Parent/Community Portal
 - http://ehandbooks.dadeschools.net/user_guides/166.pdf
- ❖ **If fingerprinting is required** (check one of the boxes in the Level 2 “Service Activities” section). Print the “Volunteer Fingerprint Fee Waiver Request” form, following the given instructions and submit the waiver along with the completed “Parent Volunteer Form” with an attached **copy** of your driver’s license or government picture ID, to the Volunteer Liaison in the Main Office. The form will be returned to you once the appropriate administrator’s signature is obtained. Do NOT call for a fingerprint appointment until you have the signed Volunteer Fingerprint Fee Waiver Request form returned. When your fingerprints have been cleared, the Fingerprint office will update your status in the system and you will need to notify the Volunteer Liaison.
- ❖ If you would like to participate in one or more of the Level 2 “High Security” positions (overnight chaperone / P.E.) check the appropriate box in the Level 2 “Service Activities” section. **DO NOT** check any L2 activity with an asterisk* (i.e. Certified Volunteer, Listener/Oyente, Mentor or District/Regional Volunteer), as those require special training & certification and Arvida does not offer those type of activities. Please follow the fingerprinting instructions listed above. Fingerprint clearance is good for 5 years.
- ❖ **The completed Parent Volunteer Form, with an attached copy of your Driver’s License or government picture ID must be given to the Volunteer Liaison in the Main Office. Copies will NOT be made at the school. If a Volunteer Fingerprint Fee Waiver Request is required, it must also be filled out and given to the Volunteer Liaison for administrative approval.**
- ❖ Your new MDCPS volunteer number will be the same as your current Parent/Community Portal login ID (aka “P” or “C” number) or MDCPS Employee number.