



Volunteer/Community Service Check-List

Center Name: _____

Contact Person: _____

Phone Number: _____

Step #1

Please fill out the attached paperwork. You should have an application (volunteers only) and a background check form. (Affidavit of Good Moral Character if working directly with children, this document must be notarized.)

Step #2

If you are 17 or younger you will need to visit the Pinellas County Sheriff's Department at either

- 17050 Ulmerton Rd, Largo, 582-6200 or
- 737 Loudon Avenue, Dunedin, 582-6900

Due to the sensitive nature of juvenile information they will only release a background check to the juvenile or their parent. Visit the Records Department and let them know you need a background check. This is a free service but you must bring an ID with your date of birth on it. If your parent visits without you they must have your original birth certificate.

Please attach the document from the Sheriff's Department to the rest of your paperwork. You do not need to give them our background check form, that will be turned in to the Volunteer Specialist.

Step #3

Community Service workers completing hours on a court ordered basis must possess **Third Party Insurance**. This does not include your personal health insurance. You can purchase this insurance coverage from the Salvation Army offices on Highland. Please contact them for details.

If you are a juvenile, please contact your agency first, some cases are covered by the court system or diversion program.

- Salvation Army Correctional, 855 S. Highland Avenue, Clearwater 33756
(727)442-8150

Step #4

Turn in your paperwork. When you have completed all of the paperwork, received your Sheriff's background check if you are under 17, signed and filled out your application you may turn it in to one of two locations:

1. The center where you are applying.

Or

2. Clearwater Parks & Recreation Dept.
Attn: Volunteer Specialist
P.O. Box 4748
Clearwater, FL 33758-4748

Step #5

Processing...once the Volunteer Specialist has received all of your paperwork they will submit your background checks. This process usually takes one to two weeks. If you are accepted, you will be contacted by either the Volunteer Specialist or the center where you applied. If you are denied you will be sent a letter and/or contacted.

NOTES:

- If you are completing **Community Service on a court ordered basis** you must be referred to us by either the Salvation Army or Juvenile Services. You must present a copy of your paperwork from the agency to the center you are applying with. You are responsible for making sure that all proper paperwork is filed, signed and kept track of in order to make sure your hours count. Please see the center supervisor if you have any questions or need assistance.
- If you are completing **Community Service or Service Learning Hours for educational purposes** it is your responsibility to make sure that your guidance counselor or school representative has approved your volunteer assignment. It is also your responsibility to make sure that all paperwork involved is properly tracked, signed and turned in. If you need assistance please see either your school representative or the Volunteer Coordinator. *(Bright Futures has very strict guidelines. Make sure you check with your school before beginning hours for this scholarship.)*

Clearwater Parks & Recreation Department
Krystie Schmidt, Volunteer Specialist
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