

**POLK COUNTY PUBLIC SCHOOLS**  
**WAIVER OF FEE VOLUNTEER APPLICATION**  
Department of Public Relations & Strategic Partnerships



**Application Steps:**

1. Review the qualifications carefully before you sign the application.
2. **Active and sworn law enforcement officers with arresting power, current Polk County Public Schools employees, registered Polk County Public Schools students and college students majoring in EDUCATION (college student must be pre-screened through the district's Pre-Employment Services dept.) are eligible for a waiver of the \$25.00 background fee but **must reapply yearly**. Attach a copy of verifying documentation such as an officer photo ID badge and member number OR an employee, SAP# / student ID badge.**
3. Bring completed application to the school (please allow 2 to 3 weeks to complete the application process).

**\*REQUIRED INFORMATION**

\*Last Name: \_\_\_\_\_ \*First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

\* SAP/Student ID # (PCPS only): \_\_\_\_\_ \*Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\*Gender: \_\_\_\_\_ \*Race: \_\_\_\_\_ \*Affiliation: \_\_\_\_\_  
(i.e. Mother, Father, Grandparent, Community Member)

\*Address: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_

\*Primary Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Secondary Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

\*Email Address: \_\_\_\_\_

\*If you are an applicant who is eligible for a waiver of background fee (as stated above), please specify here:

Employee     6-12<sup>th</sup> Grade Student     College Major (EDUCATION)     Law Enforcement

**\*List the school(s) where you will volunteer:**

\*School: \_\_\_\_\_ \*School: \_\_\_\_\_

\*School: \_\_\_\_\_ \*School: \_\_\_\_\_

## QUALIFICATIONS

Active and sworn law enforcement officers with arresting power, current Polk County Public Schools employees, registered Polk County Public Schools students and college students majoring in EDUCATION (college student must be pre-screened through the district's Pre-Employment Services dept.) are eligible for a waiver of the \$25.00 background fee but **must reapply yearly**. Attach a copy of verifying documentation such as an officer photo ID badge and member number OR an employee, SAP# / student ID badge.

## CLEARANCE

1. Convicted of or had adjudication withheld for any felony offense, at any time;
2. Convicted of or had adjudication withheld for any misdemeanor within the past three (3) years; or
3. Any pending criminal charges of a crime that would disqualify the applicant from employment with Polk County Public Schools in accordance with law and school board policy.

I specifically authorize the release of my social security number and confidential criminal background screen to Polk County Public Schools to consider my school volunteer application and for all related lawful purposes, including but not limited to The National Child Protection Act, and Section 943.0542, Florida Statutes. Volunteers may challenge the record for the reasons stated in Section 943.056, Florida Statutes, only.

- I affirm that my responses are true, complete and correct to the best of my knowledge and are made in good faith.
- I agree to abide by the rules and regulations of the volunteer program. I understand that all involvement with students is restricted to approved school activities.
- I acknowledge that I have read the qualifications and clearance provided.

\*Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The School Board of Polk County, FL prohibits any and all forms of discrimination and harassment based on race, color, ethnicity, religion, national origin, sex, age, gender, marital status, disability, genetic information, or other basis prohibited by law in any of its programs, services, activities or employment practices. The Board is committed to taking immediate action to eliminate harassment, prevent its recurrence, and address its effects. Students, parents, and district staff are encouraged to work together to prevent harassment. Any student who believes that he or she has been subjected to harassment on the basis of race, color, ethnicity, religion, national origin, sex, age, gender, marital status, disability, genetic information, or other basis prohibited by law is encouraged to report the harassment to the district. Students or employees found to have engaged in acts of such harassment will be promptly disciplined including, if circumstances warrant, suspension or expulsion for students, or suspension or termination for employees.

The Board will provide equal access to its facilities to the Boy Scouts and other identified Title 36 patriotic youth groups as required within 34 C.F.R. 108.9.

To file concerns, you may contact the Equity & Compliance Analyst in Human Resource Services at 863-534-0513 or P.O. Box 391 Bartow, FL 33831.

The School Board of Polk County, Florida, Policies 1122, 2260, 3122 and 4122, Florida Educational Equity Act, Section 1000.05, F.S., Rule 6A-19.000 through 6A-19.010, FAC, Title VII of the Civil Rights Act of 1964, Section 504, Americans with Disabilities Act of 1990 as amended, Vocational Guidelines, Age Discrimination in Employment Act of 1967, Title IX and Boy Scouts of America Equal Access Act 34 C.F.R. 108.9.

Department of Public Relations & Strategic Partnerships  
863-457-4708, Option 2