

## Voluteer Registration Step-by-Step Guide

1. Complete & sign (3 signatures) both sides of the paper Volunteer Application, p. 9-10 of student planner
2. <http://www.stlucie.k12.fl.us>



- 4.
5. Scroll down under the "Position" column; check "Volunteer" box; click "Search For Posted Positions"

**Position (Select All) (Select None)**

- Paraprofessionals/Aides
- Professional Specialized
- School Board/Administrator
- Secretary/Clerical
- Substitutes
- Teacher - 9th - 12th Grade
- Teacher - ESE
- Teacher - Other
- Teacher - PK-8th Grade
- Teacher - Vocational
- Transportation
- Volunteer

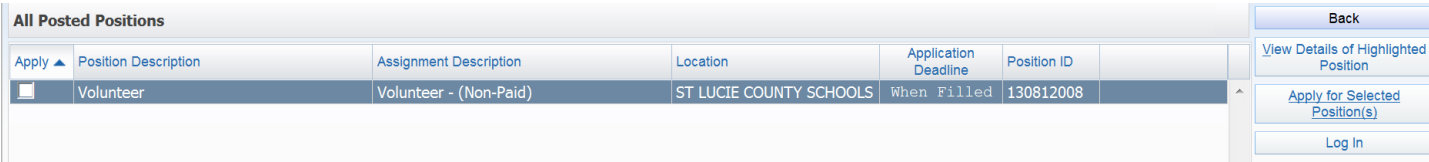
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**Submit Search**

To filter the available posted positions, choose from the categories displayed here and click 'Search For Posted Positions'.

To view ALL posted positions, do not select any filter categories.

[Search For Posted Positions](#)

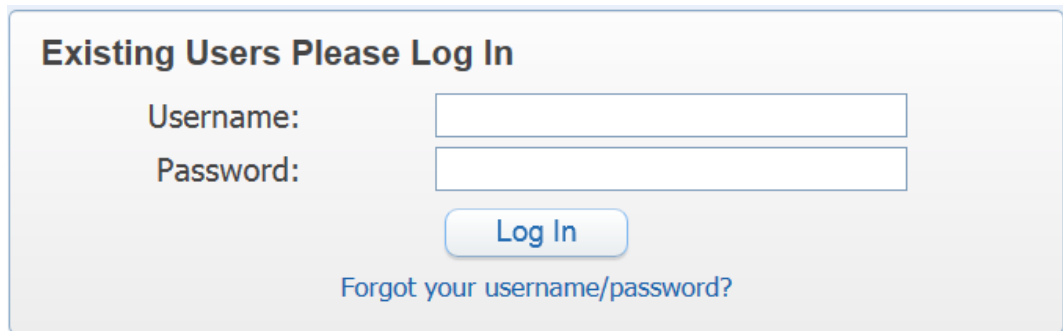
6. 

Apply	Position Description	Assignment Description	Location	Application Deadline	Position ID
<input checked="" type="checkbox"/>	Volunteer	Volunteer - (Non-Paid)	ST LUCIE COUNTY SCHOOLS	When Filled	130812008



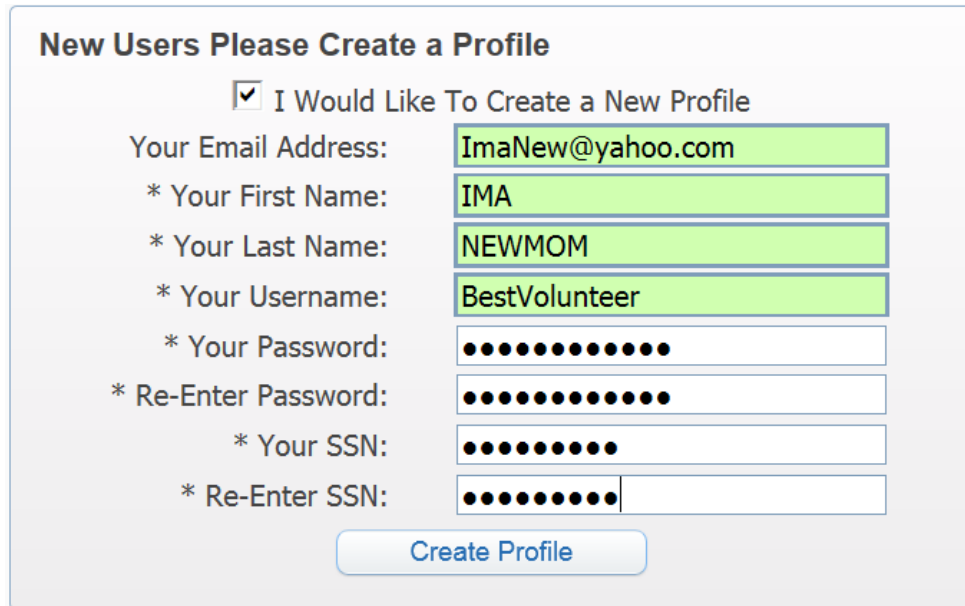
8. Existing –vs- New Users

- **Existing users** may log into the **top section** using their username and password or they may click the “Forgot your username/password?” link



The form is titled "Existing Users Please Log In". It contains two input fields: "Username:" and "Password:". Below these fields is a blue "Log In" button. At the bottom of the form, there is a blue link that says "Forgot your username/password?".

- **New users** must create a profile by completing the information in the **bottom section** entitled “New Users Please Create a Profile”. The **checkbox must be checked** before you are allowed to enter information.

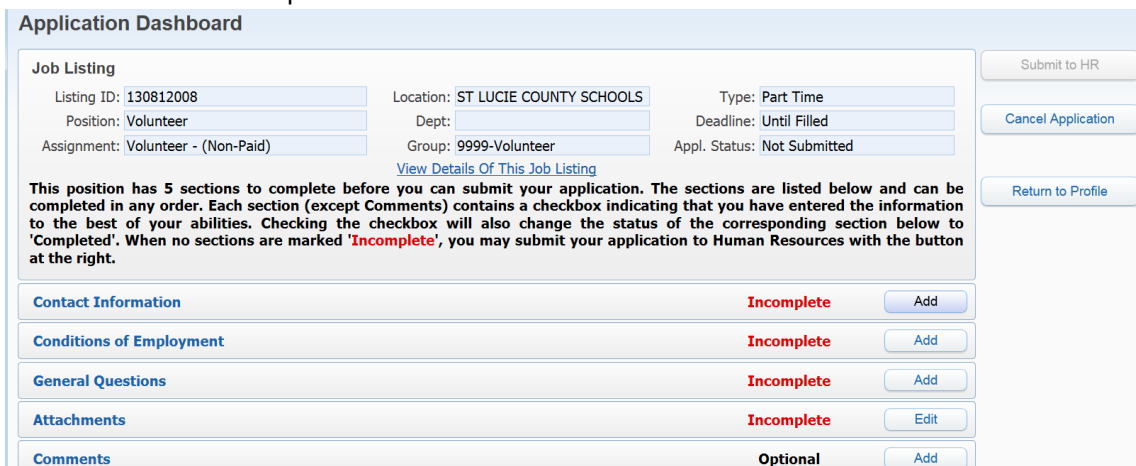


The form is titled "New Users Please Create a Profile". It starts with a checked checkbox labeled "I Would Like To Create a New Profile". Below this are several input fields, each with a label and a required field indicator (\*):

- Your Email Address: ImaNew@yahoo.com
- \* Your First Name: IMA
- \* Your Last Name: NEWMOM
- \* Your Username: BestVolunteer
- \* Your Password: (masked with dots)
- \* Re-Enter Password: (masked with dots)
- \* Your SSN: (masked with dots)
- \* Re-Enter SSN: (masked with dots)

At the bottom of the form is a blue "Create Profile" button.

9. Click the “Add” button and complete each section



The form is titled "Application Dashboard". It contains a "Job Listing" section with the following details:

- Listing ID: 130812008
- Location: ST LUCIE COUNTY SCHOOLS
- Type: Part Time
- Position: Volunteer
- Dept: (empty)
- Deadline: Until Filled
- Assignment: Volunteer - (Non-Paid)
- Group: 9999-Volunteer
- Appl. Status: Not Submitted

Below the job listing is a blue link: "View Details Of This Job Listing".

A paragraph of text follows: "This position has 5 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right."

Below this text is a table of sections:

Section	Status	Action
Contact Information	Incomplete	Add
Conditions of Employment	Incomplete	Add
General Questions	Incomplete	Add
Attachments	Incomplete	Edit
Comments	Optional	Add

On the right side of the dashboard, there are three buttons: "Submit to HR", "Cancel Application", and "Return to Profile".

## 10. Contact Information:

- Complete information regarding address, phone numbers, date of birth, gender, race, employed with School District, veteran status, check both checkboxes, press “save & close” or “save” & next”

Contact Information

I Have Completed This Contact Information To The Best Of My Abilities:

Save and Close  
Save and Next  
Close

**Name and Contact Information**

\* First Name:  Middle:  \* Last Name:

\* Street Address:   International Address  
Address Line 2:  P.O. Box:

\* Postal Code:

\* City:  \* State:  \* Country: USA

\* Primary Phone:  Ext:   
Alternate Phone:  Ext:

**Confidential Information**

\* Social Security Number:

\* Re-Enter Social Security Number:

Date Of Birth:

Gender:

Local Race:

\* Are You An Employee of the District:  YES  NO

Veteran Status:

Service Connected Disability  
 Vet-Spouse-permanent service connected disability  
 Veteran  
 Veteran that served during war/conflict  
 Unremarried Widow/er of Vet.service connected dis.

**Florida Public Records Exemption**

All information contained in the applicant's file is public information subject to disclosure under the provisions of Florida Statute 119.07, except that which is specifically excluded from the Public Records Act, Florida Statute 231.291.  \* I Understand and Agree

I claim exemption to the Florida Public Records Act based on the fact that I am the:  
 actual person or  husband  wife  son  daughter  
of an...  
 active or former law enforcement personnel  
 active or former sworn law enforcement personnel  
 active or former civilian law enforcement personnel  
 active or former judge  
 active or former fire fighter  
 active or former human resources/labor relations

## 11. Conditions of Employment:

- Read and answer the 5 questions carefully; click the check box, press “save & close” or “save” & next”

Conditions of Employment

Applicant Information

Username:  Email:

First Name:  Middle:  Last Name:

Save and Close  
Save and Next  
Save and Previous  
Close

I Have Completed These Conditions Of Employment To The Best Of My Abilities:

Conditions of Employment - You must be able to answer "Yes" to all questions.

\* 1: I understand that The School Board of St. Lucie County will rely upon the information provided in this Application in determining whether to approve me to serve as a volunteer, and that any false statement is grounds for denial. UNDER PENALTY OF PERJURY, I DECLARE (by answering yes) THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND CORRECT AND IS NOT GIVEN WITH THE INTENT TO EVADE OR AVOID SCREENING OR OTHER REQUIREMENTS.  Yes  No

\* 2: **"FELONY OFFENSE"**  
By clicking **YES** you are verifying that you have **NEVER** :  
• pled guilty  
• pled no contest  
• been convicted  
• had adjudication withheld  
• been imprisoned  
• had a criminal record **SEALED** or **EXPLUNGED** where you were NOT found innocent or the charges were NOT dropped  
• have a pending criminal charge  
 Yes  No

for a **"FELONY OFFENSE"**

\* 3: **"BATTERY AGAINST A CHILD OR LURING OR ENTICING A CHILD OFFENSE COMMITTED IN FLORIDA OR IN ANOTHER JURISDICTION"**  
By clicking **YES** you are verifying that you have **NEVER** :  
• pled guilty  
• pled no contest  
• been convicted  
• had adjudication withheld  
• been imprisoned  
• had a criminal record **SEALED** or **EXPLUNGED** where you were NOT found innocent or the charges were NOT dropped  
• have a pending criminal charge  
 Yes  No

for a Misdemeanor offense committed in the state of Florida under the following statutes: Section 784.03, relating to battery, if the victim of the offense was a minor and/or Section 787.025 relating to luring or enticing a child, or any other jurisdiction pertaining to the same offenses.

\* 4: **"REGISTERED JUVENILE SEX OFFENDER LIST UNDER FLORIDA STATUTE" 943.0435(1)(A)1.d.F.S.**  
By clicking **YES** you are verifying that you have **NEVER** :  
• pled guilty  
• pled no contest  
• been convicted  
• had adjudication withheld  
• been imprisoned  
• had a criminal record **SEALED** or **EXPLUNGED** where you were NOT found innocent or the charges were NOT dropped  
• have a pending criminal charge  
 Yes  No

for a delinquent act committed in this state or any delinquent or criminal act committed in another state or under federal law which if committed in this state, qualifies an individual for inclusion on the registered juvenile sex offender list under Florida Statute 943.0435(1)(a)1.d.F.S.

\* 5: **"DUI/DWI/DWAI/DWIA"** By clicking **YES** you are verifying that you have **NEVER** :  
• pled guilty  
• pled no contest  
• been convicted  
• had adjudication withheld  
• been imprisoned  
• had a criminal record **SEALED** or **EXPLUNGED** where you were NOT found innocent or the charges were NOT dropped  
• have a pending criminal charge  
 Yes  No

for two (2) or more **"DUI/DWI/DWAI/DWIA OR DRIVING UNDER THE INFLUENCE OF A CONTROLLED SUBSTANCE CHARGES"**

## 12. General Questions:

- Complete the contact information; choose a volunteer school, answer the yes/no questions; if “yes” then more information is required in the explanation box that follows the question; click the checkbox

## 13. Attachments

- Attach a copy of your ID and the signed Volunteer documents; click the check box; click the close button

Attachment Type	File	Last Updated
<a href="#">Update: Gov't/State Issued Photo ID *</a>	Not Entered	
<a href="#">Update: Volunteer Background Documents</a>	Not Entered	

- Asterisk (\*) denotes a required attachment.

## 14. Press the “Submit” button once each section has been thoroughly completed: