



Volunteer Registration

Volunteers in the School
District of Clay County

Volunteer Registration
School District of Clay County—Florida

Name _____ School GPE

Maiden Name or Other Prior Name _____

Address _____ City _____

Telephone _____ Business _____

Email Address _____ Business Phone _____

Please check: Youth (Under 21) ___ Adult (Under 49) ___ Senior (Over 50) ___ Male ___ Female ___

Social Security # (Required) _____ Date of Birth (Required) _____

Name of person who can be reached in case of emergency _____

Telephone _____ Your children at this school _____

Days/Times available _____

Area desired or assigned: General Office ___ Media Center ___ Guidance ___ Classroom ___
Student Activities ___ Health Services ___ Other _____

Security Information:

1. Have you ever been convicted of a felony or other serious crime? Yes ___ No ___
2. Have you ever been convicted of a misdemeanor? Yes ___ No ___
3. Are you presently charged with a crime? Yes ___ No ___
(If you marked "yes" on #1, #2 or #3, please explain on an attached sheet.)
4. I understand that by signing this form, I am consenting to a criminal background check on myself.
5. Length of residency in Florida _____ Former resident state _____
6. My initials indicate that a copy of the "Statement on the Collection, Use or Release of Social Security Numbers" was provided to me.

Statement of Volunteer Service:

I am volunteering my services to the School District of Clay County in order to improve the quality of the educational system. I understand that (1) during my time serving as a volunteer, I am not employed by the Clay County School Board; (2) as a volunteer, I am not receiving unemployment compensation benefits; (3) I do not expect nor do I desire any wages or compensation for the services for which I am volunteering; (4) I have no expectations of employment with the Clay County School Board; (5) I am aware that random background checks of volunteers may be made; (6) and, if I am volunteering as a mentor, an FDLE background check may be made. As a volunteer, I agree to abide by the rules, regulations, policies, and laws of the State of Florida, the Florida State Board of Education, and the Clay County Board of Education. I agree that the aforementioned statements constitute the terms under which I am providing volunteer services; I hereby agree to these terms; and there are no understandings to the contrary.

Signature _____ Date _____

(Falsification of this application will result in the termination of your status as a volunteer)

NOTICE: The Clay County School Board is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, marital status, age, national origin, or disability. Employment of personnel in Clay County is in compliance with Federal and State Laws regarding non-discrimination and preference.

THE SCHOOL DISTRICT OF CLAY COUNTY

STATEMENT ON THE COLLECTION, USE OR RELEASE OF
SOCIAL SECURITY NUMBERS OF EMPLOYEES AND OTHERS¹

Read the information below, sign and return this document to the person who provided you the form

The School District of Clay County is authorized to collect, use or release social security numbers (SSN) of employees and other individuals for the following purposes, which are noted as either required or authorized by law to be collected. The collection of social security numbers is either specifically authorized by law or imperative for the performance of the District's duties and responsibilities as prescribed by law [Fla. Stat. §119.071(5)(a) 2 & 3].

1. **Employment eligibility, report to IRS, SSA, UC, AND FAWI, including for W-4s and I-9s** [Required by federal statute and regulation 26 U.S.C. 6051 and 26 C.F.R. 31.6011(b)-2, 26 C.F.R. 301.6109-1 and 31.3402(f)(2)-1, and Fla. Stat. §119.071(5)(a) 6]
2. **Receipts to employees for wages and statements required in case of sick pay paid by third parties** [Required by federal statute 26 U.S.C. 6051 and Fla. Stat. §119.071(5)(a) 6]
3. **Verification of an alien's eligibility for employment, including I-9** [Authorized by 8 U.S.C. 1324a(b) and 8 C.F.R. 274a.2]
4. **Income tax withholding (including for annuity and sick leave)/Payroll deductions on Form W-2** [Required by 26 U.S.C. 3402, 26 C.F.R. 31.6051-1 and Fla. Stat. §119.071(5)(a) 6]
5. **Teacher retirement system benefits and contributions** [Authorized by Fla. Stat. §238.01, et seq., including 238.07, and Fla. Stat. §119.071(5)(a) 6]
6. **Retirement contributions required for enrollment in Florida Retirement System (FRS Investment Plan, second election retirement plan enrollment, or for participation in and contributions to FRS** [Required by Fla. Admin. Code 19-11.010, 19-11.006 and 19-11.007 and Fla. Stat. §119.071(5)(a) 2 & 6 or required by Fla. Stat. §121.051 and 121.071 and Fla. Admin. Code 19-13.003 and Fla. Stat. §119.071(5)(a) 2 & 6]
7. **Reports pertaining to deferred vested retirement programs** [Required by 26 C.F.R. 301.6057-1 and Fla. Stat. §119.071(5)(a) 6]
8. **Payments and plan relating to the retiree prescription drug subsidy under 42 C.F.R. §423.34 and 42 C.F.R. §423.886** [Authorized by 42 C.F.R. 423.884 and Fla. Stat. §119.071(5)(a) 6]
9. **Educator Certification or licensure application, renewal, or add-on, or non-employee registration for professional development for in-service points or incentive pay** [Required by Fla. Stat §1012.56 and 119.071(5)(a) 6, and/or authorized by Fla. Stat. §1012.21 and 119.071(5)(a) 6]
10. **Criminal history, level 1 and Level 2 background checks / Identifiers for processing fingerprints by Department of Law Enforcement, if SSN is available** [Required by Fla. Admin. Code 11C-6.003 and Fla. Stat. §119.071(5)(a) 6]
11. **Registration information regarding sexual predators and sexual offenders** [Authorized by Fla. Stat. §943.04351 and required by Fla. Stat. §119.071(5)(a) 2 & 6]
12. **Reports on staff required to be submitted to Florida Department of Education (DOE), including but not limited to Out-of-County/Out-of-State Verification of Highly Qualified** [Authorized and required by Fla. Stat. §119.071(5)(a) 2 & 6 and/or EDGAR at 34 C.F.R. 80.40(a) or Fla. Stat. §1008.32]
13. **Social security contributions** [Required by Fla. Admin. Code 605-3.010 and Fla. Stat. §119.071(5)(a) 2 & 6]
14. **State directory of new hires (including for determining support obligations and eligibility for several federal and state programs)** [Required by federal law 42 U.S.C. 653a and Fla. Stat. §409.2576 and Fla. Stat. §119.071(5)(a)]
15. **Notice to Payor and Income Deduction notices for child support or for alimony and child support** [Required by Fla. Stat. §61.1301(2)(c) and Fla. Stat. §119.071(5)(a)]
16. **Child support enforcement** [Required by 45 C.F.R. 307.11 and Fla. Stat. §61.13, 742.10 or 409.256.3 or 742.03]
17. **Garnishment payment pursuant to a Notice of Levy** [Required by Fla. Admin. Code 12E-1.028m and Fla. Stat. §119.071(5)(a)]
18. **Request from depository for support payments** [Required by Fla. Stat. 61.181(3)(b) and Fla. Stat. §119.071(5)(a)]

¹ Note: This form states the reasons for collection, using or releasing the social security numbers only of employees and individuals other than students, parents and volunteers. A separate written statement sets forth the reasons for collecting, using or releasing the social security numbers of students and parents, and a separate written statement exists for collecting, using or releasing the social security numbers of volunteers as part of the volunteer application.