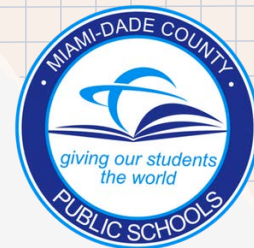


2024-2025



School Volunteer Handbook



Office of Family and Community Engagement

M-DCPS
YOUR BEST CHOICE



School Board of Miami-Dade County, Florida

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Office of Family and Community Engagement

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Executive Director

Office of Family and Community Engagement



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THE OFFICE OF FAMILY AND COMMUNITY ENGAGEMENT

supports principals and school site staff in meeting the priorities within
Pillar IV: Informed, Engaged, and Empowered Stakeholders of the
2021-2026 Strategic Blueprint.

Priority 3 – Empower all stakeholders to be active participants and advocates in public education.

Objective 2 – Aims to “Ensure 100% of traditional schools have a cadre (minimum of 5% of total student enrollment) of volunteers or community partners to support students and families.”

A MESSAGE FROM THE SCHOOL VOLUNTEER OFFICE

One of the greatest rewards of the Office of Family and Community Engagement, is having a cadre of school volunteers who support and enhance the learning environment of our students. School volunteers offer a wide range of skills, expertise, knowledge, and creativity through varied partnerships, including serving as career-day speakers, spearheading beautification projects, chaperoning field trips, providing resources, and serving as mentors.

Your role as a Family and Community Engagement liaison reaffirms how essential community efforts are in educating the whole child. Thank you for your commitment and belief that MDCPS is #TheBestChoice.



FAMILY & COMMUNITY ENGAGEMENT
MIAMI-DADE COUNTY PUBLIC SCHOOLS



SCHOOL VOLUNTEER PROGRAM FACT SHEET

WHAT IS A VOLUNTEER:

The School Board Policy 2430.01 recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the school staff who are responsible for the delivery of those programs and activities.

A school volunteer is any non-compensated person who may include but is not limited to, parents, senior citizens, students, and community members who have knowledge, or skills that will be helpful to members of the school staff who are responsible for the delivery of those programs and activities.

- Anyone who wishes to volunteer at a school, region, or District office **MUST** be background screened annually through the Raptor volunteer application process.
- The background screening process for the School Volunteer Program is integrated with your Raptor Visitors Management System.
- The School Volunteer Office reviews and approves volunteers based on their background screening results. The school or location administration only approves the activity or activities based on the needs of the school or office.
- Volunteers should follow safety and security guidelines established at the single-entry point of the school including the checking of identification.





SCHOOL VOLUNTEER PROGRAM FACT SHEET

WHO CAN VOLUNTEER:

- **Students-** M-DCPS students, college/university students, charter/private school students
- **Parents** - Guardians, primary caregivers
- **Community Members and Organizations-** Businesses, retirees, local organizers, alumni, community, and faith-based organizations
- **Employees-** Administrators, teachers, and staff of M-DCPS
- **Current M-DCPS employees volunteering at a different work location** should login and register through the M-DCPS employee portal. It is recommended that employees follow contractual guidelines regarding attendance and that all leave procedures are followed and approved the supervising administrator.

VOLUNTEER LEVELS:

- **Level 1 (L1):** The standard clearance level for volunteers, including all volunteers, except in the "high security" positions.
- **Level 2 (L2):** High-security clearance level for positions requiring fingerprinting:
 - Certified Volunteer (District or Region Level Volunteer)
 - Overnight chaperone for field trips,
 - Listener/Oyentes*
 - Mentor*
 - Athletic or P.E. Assistant for all grade levels (NOT A COACH)
- The *Level 2 activities above involve training by affiliated agencies and are approved upon successful completion of all requirements.
 - When planning volunteer activities (including chaperoning), please allow (5) business days for clearance results.
 - Clearance results are also emailed to the volunteer applicant and can be accessed by you or your designee via the Raptor Volunteer Management System.





SCHOOL VOLUNTEER PROGRAM FACT SHEET

COLLEGE/ UNIVERSITY/ HIGHER EDUCATION STUDENT(S):

- Students enrolled in education methodology classes or internships **require fingerprinting per instructional staffing procedures**. In essence, students are not required to be entered as school volunteers (L1 or L2).
- Students should be asked to present a college ID to the school before participating, along with a letter or card that documents their background check clearance from their college. The ID card/letter must have the school logo, student's name, identification number, and validation date.
- Students who are not education majors and wish to volunteer at your school should be entered as a school volunteer for a level clearance (L1 or L2) for the duty they want to undertake.
- You should get more information on college students by calling Mr. Joshua Garfinkle, Executive Director, Fingerprint Unit at 305-995-7472.

FIELD TRIPS / CHAPERONES:

The Field Trip Chaperone and Accessibility Personnel List ([Form 2431](#)), requires a volunteer/employee number.

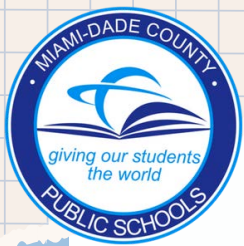
The volunteer number is the last 4 digits of the volunteer's driver's license or valid picture ID. The volunteer DL numbers can also be downloaded using the **REPORTS** option in Raptor.

- Volunteers should have Level 1 clearance for day field trips, and Level 2 clearance, which requires fingerprinting, for overnight field trips.
- **Note:** Grad Night, which does not involve overnight accommodations, is considered a Level 1 clearance activity.
- As outlined in [The Field Trip Policies and Guidelines](#), all **chaperones must be 21 and older**.

FORMS:

- [M-DCPS VOLUNTEER FINGERPRINT FEE WAIVER 7272](#)
- [M-DCPS FIELD TRIP FORM 2431](#)
- [M-DCPS FIELD TRIP GUIDELINES](#)





SCHOOL VOLUNTEER PROGRAM FACT SHEET

CONTRACTORS/VENDORS:

- School vendors, contractors and/or community-based organizations with contracts or agreements tied to a financial obligation with the District are not volunteers, and therefore, are not required to register. For information about approved vendors, please contact Dennis Carmona, Administrative Director, Human Resources at dcarmona1@dadeschools.net

GUEST SPEAKER / PRESENTER(S):

- Individuals who enter school grounds for a one-time-only event or presentation do not need to register as a school volunteer. Schools should ensure, however, that speakers sign in through RAPTOR as a visitor and present a valid, government-issued ID with picture. Guests should be escorted to and from the classroom.

FAMILY ENGAGEMENT:

- Parents entering school grounds as part of their parenting duties (parent/teacher conferences, events/ceremonies/pick-up, etc.) and not as school volunteers should be greeted and welcomed as any visitor should be greeted when entering school grounds.
- Please have parents sign in as visitors through RAPTOR and provide an ID tag or visitor pass. They may be escorted to their meeting place. Parents will register as a school volunteer only if they are providing school volunteer services.

PTA/PTSA:

- Parents who are members of the PTA must register as a school volunteer if volunteering on school grounds.





SCHOOL VOLUNTEER PROGRAM

IMPORTANT LINKS

Volunteer Guidelines

- [POLICIES AND PROCEDURES](#)
- [REGISTRATION PROCESS](#)

Additional information for your parents and community members about the School Volunteer Program can be found here at www.engagemiamidade.net

How to Become a School Volunteer

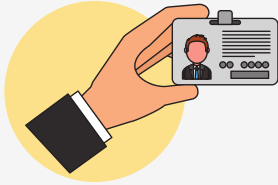
- Visit <https://engagemiamidade.net/volunteers> and complete the online volunteer registration.
- Receive email confirmation from Raptor Systems.
- Once approved, volunteers should show ID and CHECK-IN at your schools as a VOLUNTEER.

Raptor Volunteer Management E-Guides

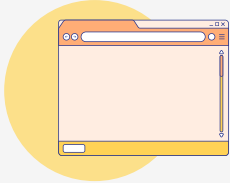
- [Activate -Deactivate Existing Raptor Users](#)
- [Add a Building Volunteer Coordinator for M-DCPS](#)
- [Volunteer Events for Miami-Dade County Public Schools](#)
- [Volunteer Reports for Miami-Dade County Public Schools](#)
- [Building Admin Functions for Miami-Dade County Public Schools](#)
- [Reporting Features for Miami-Dade County Public Schools](#)
- [Check in School Volunteers for Miami-Dade County Public Schools](#)
- [Register as a Volunteer for Miami-Dade County Public Schools](#)
- [Access the Raptor Knowledge Base for Miami-Dade County Public Schools](#)



RAPTOR VOLUNTEER CHECK-IN PROCESS



All visitors and volunteers **MUST** show a valid picture ID. i.e. Driver's License, Passport



In Raptor use the **"VISITOR TAB"** to document the **purpose of the visit.**



If the visitor is supporting your school as a volunteer, use the **"VOLUNTEER TAB"** to check in your visitor as a **SCHOOL VOLUNTEER.**



Under the **"VOLUNTEER TAB"**, you must search by First and Last name then click **"FIND"**. *(ID SCAN WILL NOT WORK TO LOCATE VOLUNTEERS)



If the volunteer is listed, then the volunteer's background screening has been **APPROVED** by the School Volunteer Office.



Click Sign-in, select the **FUNCTION**, then **ORGANIZATION**, and click Submit and Print.

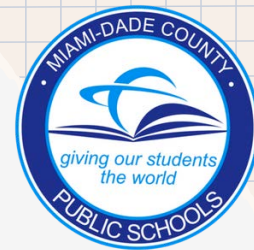


Signing in school volunteers will document volunteer hours and activities.



Your Volunteer has been successfully logged in. Their hours and activities can now be tracked and recorded.





Volunteers NEEDED

Ready to make a difference? Contact us today to learn more about how you can become a valued volunteer at M-DCPS

Be a part of something meaningful! We are seeking dedicated volunteers to help enhance the educational experience for our students

If you have a passion for education and want to make a meaningful difference in your community, we want to hear from you!



Contact us today to learn more about this exciting volunteer opportunity.



<https://www.engagemiamidade.net>



(305) 995-2995



Volunteers

NEEDED!



Ready to make a difference?
Whether you're passionate about
community service, enriching the
lives of students or supporting the
needs of our M-DCPS, we have a
place for you!

Be a part of something meaningful! We are
seeking dedicated volunteers to help enhance
the educational experience for our students

If you have a passion for education and want
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IF YOU HAVE A PASSION FOR EDUCATION AND WANT TO MAKE A MEANINGFUL DIFFERENCE IN YOUR COMMUNITY, WE WANT TO HEAR FROM YOU!

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(305) 995-2995



M-DCPS
**YOUR BEST
CHOICE**

Become a Volunteer



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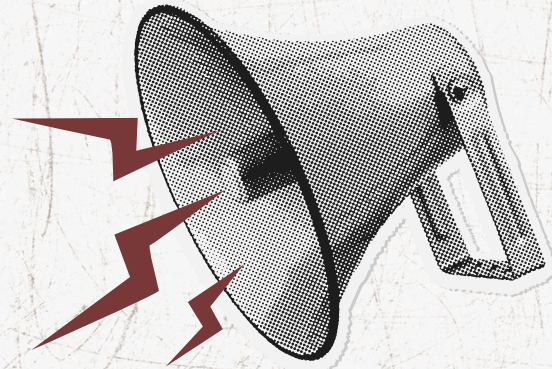


<https://www.engagemiamidade.net>



(305) 995-2995





Customize ME!

SCAN HERE



Or click [here](#).

Create your own personalized volunteer
recruitment flyer using our exciting templates!



FAMILY & COMMUNITY ENGAGEMENT
MIAMI-DADE COUNTY PUBLIC SCHOOLS





2024-2025

Office of Family and Community Engagement School Volunteer Program & Mentoring Partnerships

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BECOME PART OF

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@MDCPSAlumni

mdcpsalumni.dadeschools.net

#Alumni305



SCAN
ME!



M-DCPS
**YOUR BEST
CHOICE**



Student Registration is **OPEN**



Academic Year Internship Program
Invest in the future today

INTERSHIPS@DADESCHOOLS.NET
AYMIAMI.GETMYINTERNS.ORG



2,000+
AVAILABLE
INTERNSHIPS



**SCAN
ME!**



M-DCPS
**YOUR BEST
CHOICE**





Retirees Volunteer in the “305!”

Volunteering in retirement helps you connect with younger generations, find fulfillment in contributing your time and expertise, find community among students, families, teachers and fellow volunteers, and allows you to give back to your hometown by shaping future leaders.

- 1** Complete the interest form:
<https://bit.ly/RV305MDCPS>
- 2** Apply to become a School Volunteer.
- 3** Contact the school(s) where you would like to volunteer.
- 4** Volunteer and make a difference in your community.



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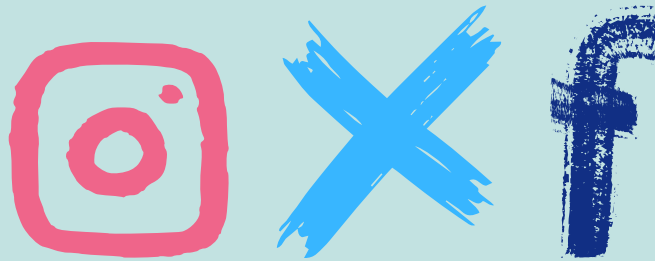
 engagemiamidade.net/volunteers
 @MDCPSCommunity



2024-2025



LET'S ENGAGE!
VISIT OUR WEBSITE, FOLLOW US ON
SOCIALS:



@MDCPSCCommunity
engagemiamidade.net

#CommunityConnections
#YourBestChoiceMDCPS



OFFICE OF FAMILY AND COMMUNITY ENGAGEMENT

SCAN
ME



M-DCPS YOUR BEST CHOICE



FAMILY & COMMUNITY ENGAGEMENT
MIAMI-DADE COUNTY PUBLIC SCHOOLS