

# Important Notice: We Have Some Exciting New Changes to the District's Volunteer Program

FOR INFORMATION OR QUESTIONS CONTACT VICKI DRAKE AT 390-2935 OR  
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1. **Beginning June 1, Duval County Public Schools will no longer be accepting the paper version of the Volunteer Application.** Volunteer applications must be filled out online at [www.duvalschools.org](http://www.duvalschools.org) under the community tab, under volunteers. Please do not send any paper applications home in your school packets. By doing this online, the processing time is greatly diminished which allows volunteers to be approved in a few days instead of weeks. We suggest that schools allow parents without computer access to use a school computer and to assist them in completing the application – it only takes a few minutes.
2. We will no longer be issuing volunteer cards. Two people at your school will be authorized and trained to go online and check your volunteers' status at any time. Until this happens sometime this summer, we will be sending new applicants who pass the screening a letter of approval that will serve in place of the volunteer card. (See example attached) If there is a question of any volunteer's status, you may call the Community and Family Engagement Office (390-2960) to verify that volunteer's status.
3. All approved applications will be good for two years as they are currently. They will need to be renewed every two years. Once a volunteer is approved, you may want to put their expiration date on their volunteer badge or on their page in the volunteer sign in book to show they have been approved and when they will need to reapply.
4. A Community and Family Engagement Workshop for ALL Volunteer and Business Partnership Coordinators will be offered to discuss and demonstrate best practices in the areas of Community and Family Engagement: Volunteers (from A to Z), Business Partners (How to Build Relationships and Make the Ask) and Faith-based Partners (Adopt-a-School Model). **Save the date: August 19, 2011**

\*\*\*\*\*Use the notice below to send home in the packets at the beginning of the school year\*\*\*\*\*

**VOLUNTEER APPLICATIONS ARE NOW AVAILABLE ONLINE**

Go to [www.duvalschools.org](http://www.duvalschools.org) and click on **Community** then **Volunteer Information**.



The image shows a screenshot of a website's navigation menu. It consists of three yellow rectangular buttons stacked vertically. The top button contains the text 'community' and 'hr info'. The middle button contains the text 'community partners'. The bottom button contains the text 'volunteer information'. A blue arrow points from the text 'Volunteer Information' in the text above to the 'volunteer information' button in the screenshot.