



Volunteer/Community Service Check-List

Center Name: _____

Contact Person: _____

Phone Number: _____

Step #1

Please fill out the attached paperwork. You should have an application and a background check form. (Affidavit of Good Moral Character if working directly with children, this document must be notarized.)

Step #2

If you are 17 or younger you will need to visit the Pinellas County Sheriff's Department at either

- 10750 Ulmerton Rd, Largo, 582-6200 or
- 737 Loudon Avenue, Dunedin, 582-6900

Due to the sensitive nature of juvenile information they will only release a background check to the juvenile or their parent. Visit the Records Department and let them know you need a background check. This is a free service but you must bring an ID with your date of birth on it. If your parent visits without you they must have your original birth certificate.

Be sure to bring the filled out background check form with you. Please attach the documentation from the Sheriff's Department to the rest of your paperwork.

Step #3

Community Service workers completing hours on a court ordered basis must possess **Third Party Insurance**. This does not include your personal health insurance. You can purchase this insurance coverage from the Pinellas County Sheriff's Office. Please contact them for details.

- Pinellas County Sheriff's Office, 14500 49th Street N. (Next door to court house)
- Hours: Monday – Friday, 8 – 11 a.m., 1 – 3:30 p.m.
- \$8 for first 50 hours if on Probation with the Sheriff's office
- Gloria Shorter, (727) 464-7637

If you are a juvenile, please contact your agency first, some cases are covered by the court system or diversion program.

Step #4

Turn in your paperwork. When you have completed all of the paperwork, received your Sheriff's background check, if you are under 17, signed and filled out your application, you can return the paperwork in one of the ways described below.

1. Turn it in to: the recreation center where you obtained the paperwork.
2. Mail it to: Clearwater Parks & Recreation Dept.
Attn: Volunteer Specialist
P.O. Box 4748
Clearwater, FL 33758-4748
3. Fax it to: (727) 562-4825.
4. Scan and email it to: natalie.lamb@myclearwater.com
5. Or drop it off at: Clearwater Parks & Recreation Dept. Admin Offices
100 S. Myrtle Ave.
Clearwater, FL 33756

Step #5

Processing...once the Volunteer Specialist has received all of your paperwork they will submit your background checks. This process usually takes one to two weeks. If you are accepted, you will be contacted by either the Volunteer Specialist or the center where you applied. If you are denied you will be contacted.

NOTES:

- If you are completing **Community Service on a court ordered basis** you must be referred to us by either the Pinellas County Sheriff's Office or Juvenile Services. You must present a copy of your paperwork from the agency to the center you are applying with. You are responsible for making sure that all proper paperwork is filed, signed and kept track of in order to make sure your hours count. Please see the center supervisor if you have any questions or need assistance.
- If you are completing **Community Service or Service Learning Hours for educational purposes** it is your responsibility to make sure that your guidance counselor or school representative has approved your volunteer assignment. It is also your responsibility to make sure that all paperwork involved is properly tracked, signed and turned in. *(Bright Futures has very strict guidelines. Make sure you check with your school before beginning hours for this scholarship.)*

Clearwater Parks & Recreation Department
Natalie Lamb, Volunteer Specialist
Email: Natalie.Lamb@myclearwater.com
Tel: (727) 562-4803 Fax: (727) 562-4825