

CITY OF ALTAMONTE SPRINGS - SPECIAL COMMUNITY SERVICES
SPECIAL NEEDS RECREATION - VOLUNTEER REGISTRATION

Volunteers are the backbone of the Special Community Services section of Leisure Services Department of the City of Altamonte Springs. They enable us to offer a wide variety of activities and programs for the Special Population in our community. When you volunteer, you join a family of people from all walks of life who gain a greater understanding of and appreciation for people with mental and physical disabilities.

As part of our volunteer process, the City of Altamonte Springs requires an affidavit to be signed by each volunteer and a Level 2 nationally fingerprint-based records check to be completed. This is done to better serve our Special Population by ensuring the safety of each participant.

HOW TO REGISTER:

1. Complete Paperwork
 - a. **Contact us to obtain copy of required paperwork.**
 - b. Complete and return all forms to Special Needs Activities Coordinator. *(includes document requiring notary and fingerprints at no charge)*
 - c. Take a copy of the FDLE Form to be fingerprinted at the COPS Center in the Altamonte Mall
2. Await Approval
 - a. Once paperwork is submitted, and fingerprints are taken, it will take roughly 3-5 business days to process and approve volunteers.
3. Sign Up for Events
 - a. Upon approval, volunteer can begin attending events of their choice. Sign up for specific events by sending us a quick email or call (preferably at least a week before an event.)
Select desired events to volunteer at via newsletter and website postings.

PAPERWORK TO BE COMPLETED:

1. Volunteer Information & Events Interest Form
 - a. This form gives us a way to contact you and lets us know in which program(s) you would like to volunteer.
2. Report of Medical History Form
 - a. This information is for official and medically-confidential use only and will not be released to unauthorized persons.
3. Collection of Social Security Number
 - a. This form specifies how the collection of your social security number will be used.
4. FDLE Form (Fingerprinting Form)
 - a. After completing this document, please make a copy for yourself and take it with you to be fingerprinted at the COPS Center in the Altamonte Mall (free).
 - b. Fingerprints from other agencies/locations will not be accepted.
5. Affidavit of Good Moral Character
 - a. Please sign this document in the presence of a Notary Public.
 - b. You may bring the document to the Altamonte COPS Center for notary services. Please call to confirm availability 407-571-8463

COPS CENTER LOCATION

- Altamonte Springs Police Department's COPS Center is located at:
Altamonte Mall, 451 E. Altamonte Drive, Alt. Springs FL 32701
Just inside the lower level main mall entrance between JCPenney and Macy's
- Volunteers staff the COPS Center Monday through Saturday, from 10:00am until 4:00pm, offering fingerprinting, notary, safety literature, and more. Phone: 407-571-8463

Thank you for assisting us in providing socially interactive, therapeutic, and recreational activities for our Special Population. Please feel free to contact us if you have any questions or issues.

Ranwa Nin El-khoury, Special Needs Activities Coordinator

City of Altamonte Springs, 225 Newburyport Avenue, Altamonte Springs FL 32701
Office: 407-571-8814, Fax: 407-571-8809, Email: Rrel-Khoury@altamonte.org
www.AltamonteSports.org, www.AdvisoryBoardforDisabled.org

CITY OF ALTAMONTE SPRINGS - SPECIAL COMMUNITY SERVICES
VOLUNTEER INFORMATION & INTEREST FORM

Today's Date: _____

Volunteer Name: _____ Date of Birth (mm/dd/yyyy): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Emergency Contact: _____

Alternate Number: _____ Emergency Number: _____

Email Address: _____

Want to receive our E-Newsletter? Yes No Prefer mailed newsletter (mailed 3-4 per year)

Please select all volunteer opportunities that interest you:

ACTIVITIES

- Nightbird Dances: one Friday night a month
- STOP Field Trips: Saturday Time Outs for Parents- one Saturday a month
- Bowling: every Monday, excluding holidays
- Thursday Night Out: Karaoke, & Game Night (Thursday Evenings)

CAMP PROGRAMS

- Winter Camp: 8 Wednesdays from January to February
- Summer Camp: 8 Wednesdays from June to July

DANCE TRAINING

- Belly Dancing: second and fourth Wednesday of the month
- Ballroom Dancing: (8 week workshops)
- Altamonte Sparklers: Special Needs Cheerleading Squad (October- April)

GENERAL OPPORTUNITIES (only complete through page 5)

- Banquets: (Bowling, Belly Dancing, Holiday Gala)
- Fundraisers: (Set up, advertise, serve, or clean up)
- Office Work: (filing, mailing, data entry)

Other/Comments: _____

Please return paperwork to:

City of Altamonte Springs
Attn: Ranwa Nin El-Khoury
225 Newburyport Avenue
Altamonte Springs, FL 32701
Office: 407-571-8814
Fax: 407-571-8809
Email: Rrel-Khoury@altamonte.org
www.AltamonteSports.org
www.AdvisoryBoardforDisabled.org

<u>OFFICE USE ONLY:</u>
Medical: _____
Social Sec: _____
FDLE: _____
Affidavit: _____
Date Forwarded: _____
Date Cleared: _____
Comments: _____
