

Volunteers are the backbone of Altamonte Springs Recreation - Special Needs. They enable us to offer a wide variety of activities and programs for individuals in our community with special needs. 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.

HOW TO REGISTER:

1. Complete Paperwork **Contact our office to obtain full registration packet.**
 - a. Complete the enclosed paperwork (includes a document requiring notary and fingerprints)
 - b. Return all forms to Special Needs Activities Coordinator
 - c. Take a copy of the FDLE VECHS Form to be fingerprinted for FREE at the COPS Center in the Altamonte Mall. (It is imperative that you mention you are volunteering for the City of Altamonte Springs Special Needs Recreation)
2. Await Approval
 - a. Once paperwork is submitted, and fingerprints are collected, it will take roughly 7-10 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.

ENCLOSED:

1. Volunteer Information, Code of Conduct & 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. Affidavit of Good Moral Character (**Notary Needed**)
 - 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.
 - c. Please call to confirm availability 407-571-8463
5. FDLE VECHS Form (**Fingerprinting Form**)
 - a. This form provides us permission to submit fingerprints for processing. One copy needs to be turned in with the rest of your paperwork and take a copy with you to the COPS Center for printing.
 - b. Fingerprints are free of charge. Fingerprints from other agencies/locations will not be accepted.
 - c. You will need to bring a copy of your photo ID.

COPS CENTER LOCATION

Altamonte Springs Police Department's COPS Center is located at the Altamonte Mall:

451 E. Altamonte Drive, Alt. Springs FL 32701 (lower level main mall entrance between JCPenney and Macy's)

the COPS Center is staffed on Monday through Saturday, from 10:00am until 4:00pm, offering fingerprinting, notary, safety literature, and more and can be reached at (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.

Sincerely,

Ranwa Nin El-khoury, Special Needs Activities Coordinator

Mail to: City of Altamonte Springs, 225 Newburyport Avenue, Altamonte Springs, FL 32701

Office Located at: Eastmonte Park, 830 Magnolia Drive, Altamonte Springs, FL 32701

Office: (407) 571-8814, Fax: (407) 571-8809, Email: Rrel-Khoury@altamonte.org

www.ASRecreation.org, www.AdvisoryBoardforDisabled.org

**KEEP THIS FORM
FOR YOUR RECORDS**

Volunteer Information & Interest Form

Volunteer Name: _____ Date of Birth (mm/dd/yyyy): _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Phone Number: _____ Alternate Number: _____
 Emergency Contact: _____ Emergency Number: _____
 Email Address: _____ Want to receive e-news? Yes No

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 & Cooking Night (3rd and 4th Thursday evening)

DAY PROGRAMS - "CLUBHOUSE"

- Clubhouse, winter session: 8 Wednesdays in January to February
- Clubhouse, summer session: 8 Wednesdays in June to July
- Christmas Craft: 2 afternoons in December

DANCE TRAINING

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

GENERAL OPPORTUNITIES (only complete through page 6)

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

VOLUNTEER CODE OF CONDUCT

- I will respect the rights, dignity and worth of participants, coaches, other volunteers, friends and spectators in program.
- I will treat everyone equally regardless of sex, ethnic origin, religion or ability.
- I will dress and act at all times in a manner which will be appropriate to my assigned responsibilities.
- I will display control, respect, dignity and professionalism at all times.
- I will provide for the general welfare, health, and safety of any participant(s) in my charge during the course of my assigned duties.
- I will report any emergencies to the appropriate authorities after first taking immediate action to ensure the health and safety of the participants.
- I will not take part in the consumption of alcoholic beverages and/or controlled substances during any training, competition or program.
- Nor will I take part in smoking or chewing tobacco during any training, competition or program except in designated areas.
- I will not engage in any type of inappropriate behavior, sexual activity, and/or verbal or physical abuse with participants, staff, officials, parents, or other volunteers.

Signature: _____ Date: _____

Please return completed form to coordinator

Mail to: City of Altamonte Springs, Attn: Ranwa Nin El-Khoury
 225 Newburyport Avenue, Altamonte Springs, FL 32701
Office Located at: Eastmonte Park, 830 Magnolia Drive, Altamonte Springs, FL 32701
Phone: (407) 571-8814 **Fax:** (407) 571-8809
Email: Rrel-Khoury@altamonte.org
www.ASrecreation.org, www.AdvisoryBoardforDisabled.org

OFFICE USE ONLY:

Code of Conduct: _____
 Social Sec: _____
 Medical: _____
 Affidavit: _____
 FDLE: _____
 Date Forwarded: _____
 Date Cleared: _____
 Comments: _____