

Dear Volunteer,

To better protect the children in Hillsborough County schools, the district, through the SERVE (volunteer) organization conducts background checks through fingerprinting and the volunteer application information. The following information explains who needs to be fingerprinted and the details about the process.

WHO: Any ADULT (18 or older/not a student at BHS), who will have one-on-one contact with a student. This would include, but is not exclusive to, off-campus tutoring and chaperoning overnight fieldtrips.

WHERE is fingerprinting: Instructional Services Center *new 2 story building*
2920 N. 40th St. (North of I-4, ~~bdg has blue metal roof~~)
(813) 840-7200 and choose option #3

CALL BEFORE YOU GO TO MAKE SURE THEY ARE OPEN.

***Only fingerprinting performed at this location will be accepted by the school district.

WHEN: Must be fingerprinted one month prior to the field trip or tutoring.

WHAT to take with you:

1. Take your completed volunteer application
2. Your drivers license or other valid photo ID
3. Your Social Security Card (not a copy of it.)
4. Money Order in the amount of \$47.25 (they will take nothing else)