



MEMORANDUM

December 18, 2009

TO: League Officials/Volunteers
FROM: Kathy Eber, Volunteer Training Coordinator
RE: Volunteer ID Badges

Beginning January 1, 2010 a new policy will go into effect regarding the process for volunteer ID badges and background checks. Budget constraints prevent the Parks, Recreation and Conservation Department from continuing to absorb the cost of criminal background checks and necessitate changes in the application and training process. The new approved fee by BOCC is \$30.00. This fee is non-refundable.

Please review process as stated:

- League will collect and review volunteer application
- League will submit application in groups of 25 to the Athletic Department along with a check or money order made out to BOCC (Board of County Commissioners)
- The name, phone number, and email address of the league contact and roster of names of applicants in the batch will accompany the applications both in the packet and attached on the outside of the sealed packet
- Applications will be submitted to the Athletic Department:

All People's Life Center
Att: Aileen Henderson
6105 E. Sligh Ave.
Tampa, FL 33617

- Hours: Tues., Wed., Thurs.
10:00 – 12:00pm
2:00 – 4:00pm
- Incomplete or incorrect applications will not be processed.
- The league contact person is Aileen Henderson and will be notified of disapproved applicants
- Disapproved applicants will receive a letter from Human Services Section by mail
- League official will receive a email from myself of disapproved volunteer

Training and ID Badges:

- Only background-approved applicants may attend coaches training clinics.
- Pre-registration is required for all coaches training.
- Applicants should call 813-744-5595 x221 to register
- Applicants should turn in post card to have picture taken before class
- Applicant can substitute online NYSCA training for County training class
- Member ID required
- ID badge will be issued upon completion of background check and coaches training

Your cooperation is appreciated.