



2021 SPECIAL NEEDS VOLUNTEER REGISTRATION FORM

Volunteers are the backbone of Altamonte Springs Special Needs Recreation. 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 Supervisor
 - c. Take a copy of the FDLE VECHS Form to be fingerprinted for FREE at the COPS Center in the Altamonte Mall (see detailed information below). (It is imperative that you mention you are volunteering for the City of Altamonte Springs Special Needs Recreation)
2. Await Approval. Once paperwork is submitted and fingerprints are collected, it takes 7-10 business days to process and approve volunteers.
3. Sign Up for Events. Upon approval, volunteers can attend events of their choice. Sign up for specific events by email, AltamonteRecreation@altamonte.org or call 407-571-8740 (preferably at least a week before an event.) Upcoming events are listed in e-newsletters and on the City's website.

Enclosed in the Registration Packet:

1. Volunteer Personal Contact Information form
2. Code of Conduct
3. Report of Medical History Form
4. Collection of Social Security Number
5. Affidavit of Good Moral Character (Notarization Required)
Please sign this document in the presence of a Notary Public. You may bring the document to the Altamonte COPS Center for notary services. Please call (407) 571-8463 to confirm availability.
6. Volunteer Policy Review and Acknowledgement Form
7. Live Scan Background Screening Submission Form
Fingerprints are free of charge. Fingerprints from other agencies/locations will not be accepted. You will need to bring a copy of your photo ID.
8. Care Provider Background Screening Clearinghouse Background Screening Request Form
9. Privacy Policy Acknowledgement Form
10. Privacy Statement

COPS Center

The Altamonte Springs Police Department COPS Center is located at the Altamonte Mall on the lower level main mall entrance between JCPenney and Macy's (451 E. Altamonte Drive, Altamonte Springs, FL 32701). Hours are Monday through Saturday from 10 a.m. to 4 p.m. Services include fingerprinting, notary, safety literature, etc. They can be reached at (407) 571-8463.

Contact Information

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.

Mailing Address:

City of Altamonte Springs
Attn: Debbie Hines
225 Newburyport Avenue
Altamonte Springs, FL, 32701

Office Location:

Westmonte Recreation Center
624 Bills Lane
Altamonte Springs, FL 32714

Contact Information:

Email: AltamonteRecreation@altamonte.org
Phone: (407) 571-8740
Fax: (407) 571-8451
Website: www.ASRecreation.org | www.AdvisoryBoardforDisabled.org

SPECIAL NEEDS VOLUNTEER INFORMATION & INTEREST FORM

Volunteer Information

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

Address: _____ T-shirt Size: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alternative Phone: _____

Email: _____ Receive monthly eNewsletter? Yes No

Emergency Contact: _____ Phone: _____

Areas of Interest

- Bowling (Every Monday, excluding holidays)
- Nightbird Dances (One Friday night a month)
- Winter Clubhouse Session (8 Wednesdays in January to February)
- Christmas Craft Clubhouse (2 afternoons in December)
- S.T.O.P. Field Trips - Saturday Time Outs for Parents (One Saturday a Month)
- Ballroom Dancing (8-week Program, Sunday Afternoons in Fall)
- Altamonte Sparklers Special Needs Cheerleading (October through April)
- Banquets (Bowling, Holiday Gala)
- Office Work (Filing, Mailing, Data Entry, etc.)
- Other/Comments: _____

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: _____

Submit Completed Form to:

City of Altamonte Springs
Attn: Debbie Hines
225 Newburyport Avenue
Altamonte Springs, FL, 32701

Contact Information:

Email: AltamonteRecreation@altamonte.org
Phone: (407) 571-8740
Fax: (407) 571-8451
Website: www.ASRecreation.org | www.AdvisoryBoardforDisabled.org

OFFICE USE ONLY:

Code of Conduct: _____

Social Sec: _____

Medical: _____

Affidavit: _____

FDLE: _____

Date Forwarded: _____

Date Cleared: _____

Database: _____

Comments: _____
