

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. (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 takes 7-10 business days to process and approve volunteers.
3. Sign Up for Events
 - a. Upon approval, volunteers can attend events of their choice. Sign up for specific events by email or call (preferably at least a week before an event.) Upcoming events are listed in e-newsletters and on the City's website.

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

The Altamonte Springs Police Department's 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 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.

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,

Terri Vitale, *Special Needs Activities Supervisor*

Mailing Address: City of Altamonte Springs, 225 Newburyport Avenue, Altamonte Springs, FL 32701

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

Contact Info: (407) 571-8814 | Fax: (407) 571-8451 | Email: TVitale@altamonte.org

Website: www.ASRecreation.org | www.AdvisoryBoardforDisabled.org

Volunteer Information & Interest Form

Volunteer Name: _____ Date of Birth (mm/dd/yyyy): _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Alternate Number: _____
 Emergency Contact: _____ Emergency Contact Number: _____
 Email: _____ Receive monthly eNewsletter? Yes No

Select All Volunteer Opportunities That Interest You:

Activities:

- Bowling (Every Monday, excluding holidays)
- Buddy Ball (10-week program in Spring and Fall)
- Holiday Gala (Annual special celebration)
- Holiday Light Ride (Annual special activity)
- Nightbird Dances (One Friday night a month)

Clubhouse Programs:

- Winter Clubhouse Session
(8 Wednesdays in January to February)
- Summer Clubhouse Session (8 Wednesdays in June to July)
- Christmas Craft Clubhouse (2 afternoons in December)
- S.T.O.P. Field Trips - Saturday Time Outs for Parents
(One Saturday a month)

Dance Programs:

- Belly Dancing (Wednesday evenings March to June)
- Ballroom Dancing (8-week program, Sunday afternoons in Fall)
- Altamonte Sparklers Special Needs Cheerleading
(October through April)

Misc.:

- Banquets (Bowling, Belly Dancing)
- Fundraisers (Set up, advertise, serve, clean up, etc.)
- Office Work (Filing, mailing, data entry, etc.)
- 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:

City of Altamonte Springs
 Attn: Terri Vitale
 225 Newburyport Avenue
 Altamonte Springs, FL, 32701

Contact Information:

Email: TVitale@altamonte.org
 Phone: (407) 571-8814
 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:	