School Volunteer Registration Process

New and Returning School Volunteers and Mentors

After registering and logging into one of the portals (Student, Parent, Employee, Community), follow these steps:

1. Click the Apps/Services/Sites tab at the top
2. Click on Be a School Volunteer
3. Fill out the personal information and your choices to volunteer and click Submit
4. You will then receive an email confirming your application is in process.
5. Once approved, you can access to the Volunteer Portal for Miami-Dade Public Schools.

This free program will allow you to track your volunteer hours, sign up for events, and communicate with the district Volunteer Coordinator and fellow volunteers.

Fingerprinting Process (Level 2 Volunteers Only)

*LEVEL 2 Volunteers (Mentor, P.E. Assistant, Overnight Chaperone) will receive an email link to access the volunteer "FINGERPRINT FEE WAIVER". The waiver MUST be signed by the Principal or designated school administrator prior to scheduling fingerprinting. TO SCHEDULE FINGERPRINTING PLEASE FOLLOW THE INSTRUCTIONS WRITTEN IN THE WAIVER.

Please contact **Mrs. Arnold earnold@dadeschools.net** , school designee, to have the waiver signed. BE NOTIFIED WHEN THE SIGNED WAIVER CAN BE PICKED UP AT SCHOOL.

Level 2 Volunteers are listed as the following:
Certified Volunteer (District training required, 305-995-2995)
Listeners/ Oyentes (Listeners training required, 305-995-2995)
Mentor (Mentor Training Required)
Overnight Chaperone (all grade levels, school site signature required)
Physical Education Assistant (all grade levels, school site signature required)
*Volunteers not listed above are considered Level 1 Volunteers and do not require fingerprinting.

If you have any questions about this email or volunteer opportunities through the PTSA, feel free to contact us.

Franka Berlowe
Volunteer Coordinator 2021-2022
Palmetto Middle School PTSA

Pmsptsavolunteerchair@gmail.com