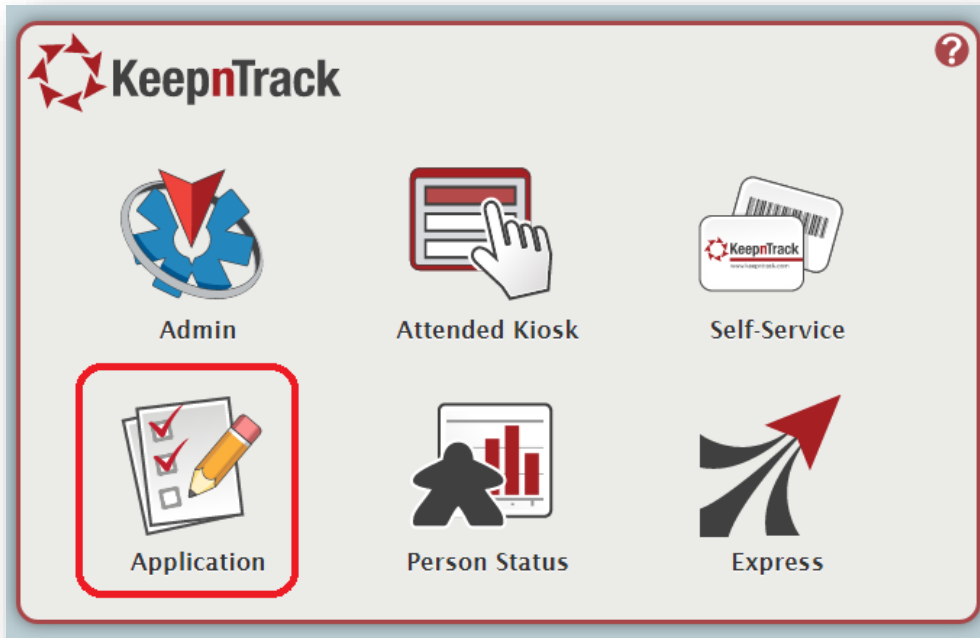
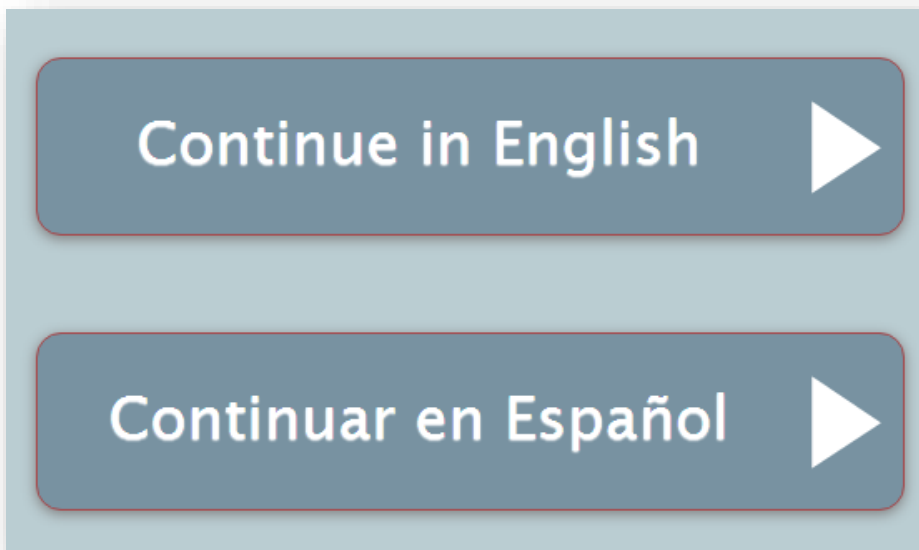


KeepNTrack Volunteer Application

Open Google Chrome or Internet Explorer and go to <http://leeschools.keepntrack.com/>. Click on **Application** to begin (Internet Explorer works better in this case).



Select your language preference for the online application.



Agree to the FCRA Disclosure Form.

FCRA Disclosure Form

Your Volunteer Application is protected by the Federal Fair Credit Reporting Act (FCRA) if third party information is used in the evaluation of your application. Your rights are documented [Here](#).

I freely give my consent for background checks used in the evaluation of this application and understand that the information obtained is subject to the protections of the FCRA and any applicable state laws. ▶

I do not give my consent for background checks to be used in the evaluation of this application and understand it may be rejected based upon this decision. ▶

Enter all pertinent name information, address, and contact information for the applicant in the fields described below.

School Board of Lee County - Volunteer Application

Language FCRA Personal Contact Facilities Activities Availability Submit

Only submit one application. To apply to more than one school, please select them in the Facilities section. Fields in Blue are required!

In addition to completing this application, all volunteers must receive volunteer orientation/ training from a district school. Orientation/ training will address blood-borne pathogens, sexual harassment, and procedures volunteers are to follow at the local school.

<p>First Name <input style="border: 1px solid blue;" type="text"/></p> <p>Middle Name <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>Suffix <input type="text"/></p> <p>Vehicle State <input type="text" value="Not Specified"/></p> <p>License State <input type="text" value="Not Specified"/></p> <p>Have you ever been convicted of a felony? <input checked="" type="radio"/> No <input type="radio"/> Yes</p>	<p>Birthdate <input type="text" value="mm/dd/yyyy"/> </p> <p>Social Security Number <input type="text"/></p> <p>Ethnicity <input type="text" value="Not Specified"/></p> <p>Sex <input type="text" value="Not Specified"/></p> <p>Volunteer Type <input type="text" value="Not Specified"/></p> <p>Vehicle Make, Model, Color <input type="text"/></p> <p>Vehicle Plate Number <input type="text"/></p> <p>Drivers License Number <input type="text"/></p>
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- **First**—Enter the *required* first name of the applicant.
- **Middle Name**—Enter the *optional* middle name of the applicant.
- **Last Name**—Enter the *required* last name of the applicant.
- **Suffix**—Enter any titles that come after the applicant’s name (e.g. PhD, Sr, Jr, etc.)
- **Vehicle State**—Provide the state in which the applicant's primary vehicle is registered
- **License State**—Use this drop-down menu to select the state in which the applicant’s driver’s license was issued.
- **Have you ever been convicted of a felony?**—If the applicant affirms that they have been convicted in any criminal activities, check this box.
- **Birthdate**—Enter the applicant’s date of birth. KeepnTrack recognizes many different formats for entering a date. For example, you can enter the date December 1, 2010 as: “*Dec 1, 2010*” or “*12/01/10*” or “*12.1.10*” or “*12 1 10*”. If using the current year, you can just enter “*12/1*.” If the current month is December, you can just enter “*1*.”
- **Social Security Number**—Input the applicant’s nine-digit Social Security Number (SSN). After entering your new person’s SSN, it will appear as **xxx-xx-xxxx** for security reasons. However, social security numbers will be visible if you have **Account**-level operator privileges.
- **Ethnicity**—Choose the applicant’s ethnicity using this drop-down menu. You can choose from a pre-determined list of ethnicities; however, this list can be adjusted by operators.
- **Gender**—Using this drop-down menu, select the applicant’s gender.
- **Volunteer Type**—Select the type of volunteer that this applicant is applying for.
- **Vehicle Make, Model, and Color**—Provide the make (i.e. Honda, Toyota), model (i.e. Corolla, Sorrento), and color of the applicant's primary vehicle.
- **Vehicle Plate Number**—Provide the license plate number of the applicant's primary vehicle
- **Drivers License Number**—If applicable, enter the applicant’s drivers license number.

Continue

Click the button to continue.

Enter all pertinent contact information for the applicant in the fields described below.

The screenshot shows a web application interface for the School Board of Lee County. The title bar reads "School Board of Lee County - Volunteer Application". Below the title is a navigation menu with tabs: Language, FCRA, Personal, Contact (selected), Facilities, Activities, Availability, and Submit. The main content area is a light blue form with the following fields:

Organization	<input type="text"/>	Address Line 1	<input type="text"/>
Employer	<input type="text"/>	Address Line 2	<input type="text"/>
Home Phone	<input type="text"/>	City	<input type="text"/>
Work Phone	<input type="text"/>	State or Province	<input type="text" value="Not Specified"/>
Mobile Phone	<input type="text"/>	Postal Code	<input type="text"/>
Email Address	<input type="text"/>		
Verify Email Address	<input type="text"/>		

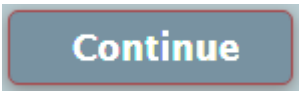
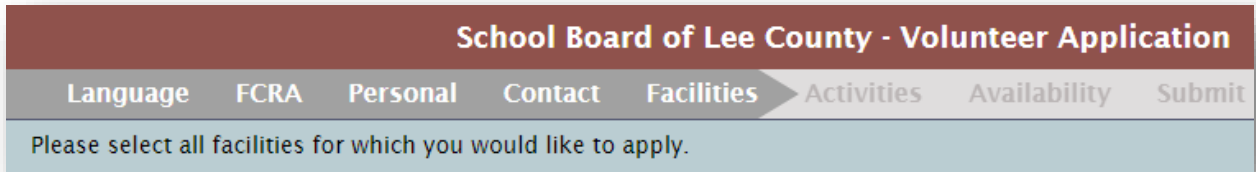
- **Organization**—If applicable, enter the name of business or organization for which this applicant works.
- **Employer**—Enter the employer for which this applicant works.
- **Home Phone**—Enter the applicant’s home telephone number.
- **Work Phone**—Enter the telephone number where the applicant can be contacted during normal business hours.
- **Mobile Phone**—If applicable, enter the cell phone number where the applicant can be reached.
- **Address Line 1 & 2**—Enter the full address at which this applicant resides.
- **City**—Enter the name of the city in which this applicant resides.
- **State or Province**—Using the drop-down menu, select the state in which the applicant resides.
- **Postal Code**—Enter the 5-digit ZIP code (zoning improvement plan) in which this applicant resides.

- **Email & Verify Email Address**—Enter the email address where the applicant can be sent electronic notifications.



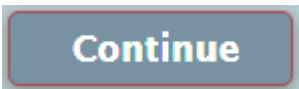
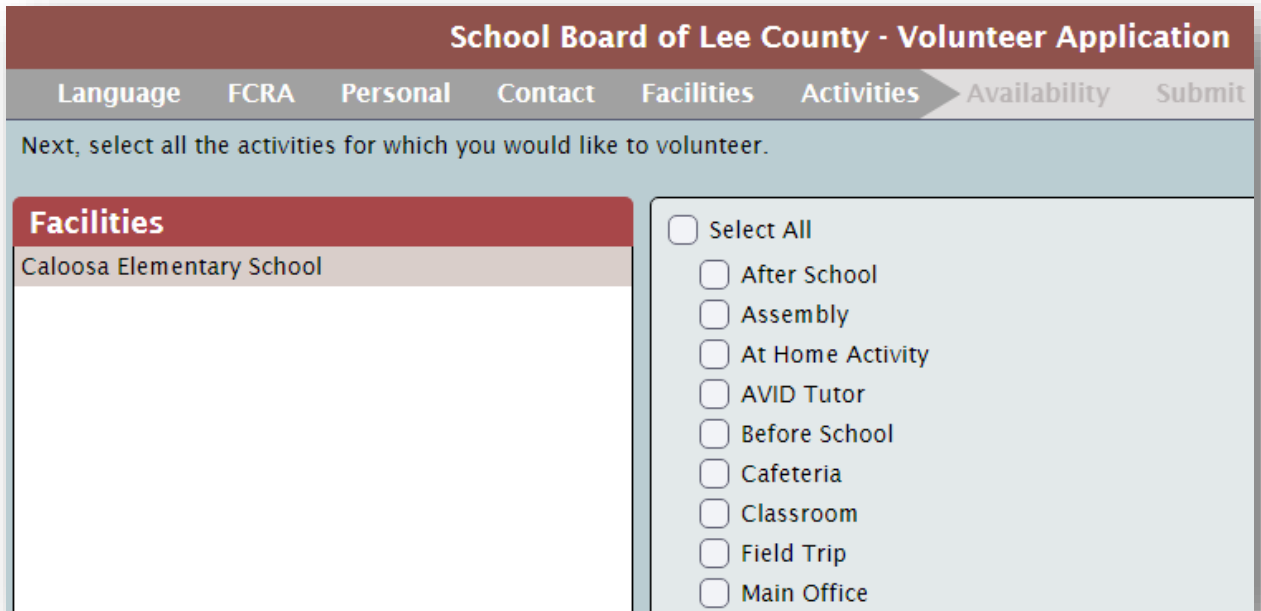
Click the  button to continue.

Select the facility in which the applicant would like to volunteer.



Click the  button to continue.

Select the activities in which the applicant would like to volunteer.



Click the  button to continue.

Provide availability and notes on this screen.

School Board of Lee County - Volunteer Application

Language FCRA Personal Contact Facilities Activities Availability Submit

If you have preferred times that you are able to volunteer, please provide your schedule below. The **Application Notes** field is for any information you feel is relevant to your application.


Preferred Times

Application Notes

- **Preferred Times**—If the applicant would prefer to volunteer between any specific hours, make note of them here.
- **Application Notes**—Any additional notes about the.

Click the  button to continue.

The next screen will show you all of the information you have entered on this application.

Click the  button to submit your application for approval. If you would like to disregard the application at any time, close the internet browser tab.