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## **My Steps to Become a Volunteer**

Listed below you will find the necessary items requiring completion prior to volunteering with Progressive Pediatric.

### **Step 1**

Complete all necessary paperwork and fingerprinting:

- Volunteer Enrollment Forms
- Volunteer Affidavit
- DCF Privacy Policy
- Attestation of Good Moral Character
- Use the “Fingerprinting Vendor List” to find and schedule a fingerprinting appointment. The “Live Scan Form” contains our ORI and OCA numbers that will assist you with scheduling your appointment.

### **Step 2**

- Ensure Step 1 is completed in full.
- Go to our website to sign up for an orientation option. *Orientation will occur when a minimum of three volunteers are registered for an orientation slot. If there are not enough, you will automatically be signed up for the subsequent orientation session until three volunteers have registered. You will receive an email with information regarding whether orientation will be cancelled or not.*
  - General Volunteer orientation is available Mondays at 9:00am and Thursdays at 4pm. There may be occasions when it is scheduled differently.
  - Therapy Volunteer orientation is available Fridays at 2:00pm
- On the day of your orientation, plan to attend orientation for one hour and ensure that you bring all of your completed paperwork with you. DO NOT send ahead of time.

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### **Common Mistakes and Questions**

- For the Attestation of Good Moral Character - There are two lines above the area where you sign the document. Make sure you sign the top line attesting that your record “does not contain any of the above listed offenses.”
- If you have completed fingerprinting through Leon County Schools you do not need to be reprinted. You will need to obtain a copy of your clearance letter to provide to me. To obtain this document, you will need to go to the place you got printed to get it. They should give it to you in a sealed envelope. The envelope should contain your detailed criminal history record.

