

# Naples High School Marching Band

## Volunteer Instructions

We are glad you are considering volunteering for the band. There is a lot to do and you can volunteer as little and as much as your schedule allows. Your commitment is vital to the band community. The process is easy and the rewards are many.

For any volunteering, at any Collier County school, you must go online and fill out the volunteer application. The application process applies to all volunteers, even CCPS employees. Without this application, you may not volunteer. This is for the safety of our students and for you as well.

There are 2 levels of volunteering: Level 1 and Level 2.

**Level 1 Volunteer:** These individuals are in the presence of CCPS staff members and do not have any coaching, overnight, or clinic responsibilities.

**Level 2 Volunteer:** These individual may volunteer as coaches, out of county chaperones, overnight chaperones, and can be with students without a CCPS staff member in their presence during a school sponsored function. As with Level 1, you must complete the volunteer application, but in addition to this, you are required to be fingerprinted in order to be a Level 2 volunteer. This is done at the MLK Administration Center located at 5775 Osceola Trail, Naples, FL 34109 and you may make an appointment online at <https://apps.collierschools.com/meetings/Login.aspx?ReturnUrl=/meetings/>. There is no charge for fingerprinting at this time.

**Follow the steps listed below to begin the volunteer application process.**

1. Submit a CCPS volunteer application online. The application and general instructions are on the CCPS website [www.collierschools.com](http://www.collierschools.com)
2. Bring your Driver's License to Susan Zenz, the volunteer coordinator at NHS; she will take your photo on Fast Pass for mini background check.
3. Fill out a request for a fingerprint appointment through the volunteer information page on the CCPS website or by phone (239) 377-0364.
4. Go to the administration building, 5775 Osceola Trail, at the appointed time for fingerprinting.
5. **Level 1 Volunteers** – Within 5 days after your photo has been taken on Fast Pass contact Susan Zenz at NHS to ascertain you are cleared and return to her to have your photo taken for the actual volunteer badge.  
**Level 2 Volunteers** – Within 5 to 10 days after fingerprinting, contact Susan Zenz at NHS to ascertain if you have been cleared. If so, go to NHS to have your photo taken for the actual volunteer badge.

**Existing volunteers:**

Please see Susan Zenz, volunteer coordinator at NHS, at the beginning of the year to update your photo on Fast Pass. Bring your driver license and volunteer badge. Existing volunteer badges will need to be presented for current school year date sticker.

**For Collier County Sheriff's Dept. Employees:**

Please be advised that you will need to complete all steps to become a Level 2 chaperone. This includes a background check and fingerprinting through the administration center.

**For Collier County Public School Employees:**

You will still need to complete steps 1 thru 4. You must notify Susan Zenz, volunteer coordinator at NHS. When she signs your application that you are a CCPS employee and she will email the administration center to have your background check and fingerprinting waived. You must have your CCPS ID with you. You will still need to have NHS create a volunteer badge for you so you will need to have your picture taken in the front office.