



Leisure Services

10610 W. Oakland Park Blvd. • Sunrise, FL 33351 • P: 954.747.4600 • F: 954.572.2476

VOLUNTEER REGISTRATION AND CRIMINAL BACKGROUND CHECKS

The City of Sunrise requires that all volunteers in our Youth Athletic program undergo a criminal background check. Background checks will be conducted through the Florida Department of Law Enforcement (FDLE).

The purpose of this program is to assist in providing a safe environment for participants, volunteers, officials and employees of the City.

Volunteers that work consecutive seasons will have record checks conducted on an annual basis. A representative from the City will contact each volunteer one month prior to the anniversary of their last check.

Persons refusing to sign the Waiver Agreement and Statement and/or to provide fingerprints when requested to do so may be removed from consideration for a volunteer position, or if already in a position, may be immediately dismissed.

All records are kept confidential.

THE CITY OF SUNRISE COLLECTS YOUR SOCIAL SECURITY NUMBER FOR THE PURPOSE OF IDENTIFICATION AND VERIFICATION. SOCIAL SECURITY NUMBERS ARE ALSO A UNIQUE NUMERIC IDENTIFIER AND MAY BE USED FOR SEARCH PURPOSES.

If a conviction record is present, the Director will determine whether the person's criminal background affects the decision to place the person in a particular position or continue a person in his/her current positions. Some of the factors considered include: a) nature of the conviction(s); b) relationship of the conviction(s) to the nature and duties of the position; c) the number of conviction(s); d) age at the time of the conviction(s); e) length of time elapsed since the last conviction; f) evidence, if any, of rehabilitation; and g) references regarding the person's character.

If a volunteer is determined eligible for affiliation and is later arrested or convicted of any crimes, they are required to notify the Director of Leisure Services. Failure to notify the Director will result in the volunteer being immediately removed from all volunteer duties.

The Criminal History Background Report, if any, received on each volunteer, is available for review. Please contact Beth Zickar, Assistant Director of Leisure Services at (954) 747-4600.

Volunteer Registration and Criminal Background Check Procedures:

1. Complete a Youth Athletics Volunteer Application
2. Complete the VECHS Waiver Agreement and Statement
3. Complete the information on the fingerprint card. A fingerprint card and directions for completing can be picked up at the Leisure Services Office. The fingerprint card can be completed free of charge at the following locations and times:
Village Civic Center - Sunrise Police Sub-Station
6800 Sunset Strip, Sunrise

New River Civic Center
60 Weston Road, Sunrise

Monday through Friday, 9:00 a.m. to 5:00 p.m.

BRING YOUR DRIVER'S LICENSE.

4. Return the completed Youth Athletics Volunteer Application, VECHS Waiver Agreement and Statement, copy of driver's license, and fingerprint card to Leisure Services.

VOLUNTEERS WILL ONLY BE CONTACTED IF DISQUALIFYING INFORMATION IS RECEIVED FROM FDLE.