

## HOW TO COMPLETE AN ONLINE VOLUNTEER APPLICATION for Science Fair Judges

We welcome you as a volunteer science fair judge in the Alachua County Public Schools! The active participation of parents and community members in our schools extends the effectiveness of teachers and staff. Indeed, our science fairs would not be feasible without the tremendous support of the community.

**All school and regional level science fair judges are now required to complete an online Volunteer Application, in addition to the customary registration forms for placements and judging categories.**

Raptor Technologies provides the school district's online application. You are required to complete a new application each year. You may complete the application at home; with your smartphone; at any school; or come to the School Volunteer Office to complete the volunteer application. No paper applications will be accepted. **Please answer all questions completely and honestly to ensure that you will be eligible to volunteer.**

We also use the Raptor program to check in visitors and volunteers at our schools. As part of standard safety practices, all volunteers and visitors must provide a photo ID each time they visit an Alachua County Public School or facility. A national check of the sexual predator registries is completed each time a volunteer checks into our facilities. Other criminal record websites are checked as warranted.

After you submit your application online, Raptor will email advising you whether or not your application was approved. **You are only eligible to volunteer once your application is approved.** You may contact the School Volunteer Office to inquire about your eligibility: 352-955-7250 x 272.

NOTE: If you have already submitted a Volunteer Application for the 2017-18 school year and are approved to volunteer at a school, this will allow you to judge at any school. You do not need to submit another online Volunteer Application. The Science Fair Judge Registration form is still required.

### TIPS FOR APPLICATION COMPLETION:

- ✓ **Enter your full name and address as it appears on your driver's license.**
- ✓ Do not use auto fill to enter your information.
- ✓ Scroll down to the bottom of each section to answer all questions or the program won't advance.
- ✓ Do not check "All Buildings."
- ✓ Under Administration, check "District Office." Under Function, check "Science Fair Judge." Once your application is approved, then you will be eligible to serve as science fair judge at any school. However, your placement as judge must still be confirmed through the School Volunteer Office.
- ✓ You can only fill out one application, which you cannot edit later! The school or School Volunteer Office can help with editing if necessary.
- ✓ Each application must have a different email address. Only one person may use an email address.
- ✓ Click FINISH to submit your application!
- ✓ You may need to change or update your browser to complete the application. Explorer & Firefox work well. Safari & Chrome may not work as well.
- ✓ Check your SPAM filter if you don't receive your approval message!

**The Raptor web address for the volunteer application is: [Bit.ly/ACPSapp](http://Bit.ly/ACPSapp)**

Please contact the School Volunteer Office if you have questions: 352-955-7250 x 272.