

## **HOW TO COMPLETE AN ONLINE ACPS VOLUNTEER APPLICATION For Regional 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 regional 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. **Please answer all questions completely and honestly to ensure that you will be eligible to volunteer.**

You will receive an approval email after you submit your application online. If you don't get an email within 72 hours, please check your spam folder. **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 2018-19 school year and are approved to volunteer at a school, you do not need to submit another online Volunteer Application. You may need to have your application edited by the School Volunteer Office if you did not select the Science Fair Judge function on your application.

### **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.
- ✓ 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.
- ✓ You can only fill out one application, which you cannot edit later! The School Volunteer Office can help with editing if necessary.
- ✓ Each application must have a different email address. Two people may not use the same 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](https://bit.ly/ACPSapp)**

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