

Mascotte Elementary Charter Volunteering

460 Midway Avenue
Mascotte, Florida 34753

Step One

- Log onto <http://www.lake.k12.fl.us/domain/5995>, the Volunteer Resource Page where you will find contact information for Mr. Nazario-Torres, Volunteer Coordinator.

Volunteers

Mascotte Charter School > Resources > Volunteers

Volunteers

Mr. Nazario-Torres, Volunteer Coordinator,
Family School Liaison

e. Nazario-TorresF@lake.k12.fl.us

p. 352-429-2294, x 5829

Mascotte Elementary Charter
460 Midway Avenue
Mascotte, Florida 34753

- Locate the tabs on the left column and click “Policy” to review the volunteer procedures and expectations.

Step Two

- Click on the “On Line Application” tab to begin the process of application. This will take you to “Search Soft”, who processes all Lake County School applications. Please note that this procedure takes approximately two weeks and that all applicants are required to submit to a fingerprinting process at a cost of \$21.75.
- You will first create an account, providing both Username and Password. Make a record of these as they are required for any future admission into the site.



Lake County Schools Voluntary Application

Create an Account

You will need to create an account with a username and password when you first begin. Once your account has been created, you may return to update your profile or submit documents.

NOTE: If you have completed a job application, you must create a NEW ACCOUNT for the Volunteer Application.

User Login

Username

Password

- or -

[having trouble logging in?](#)

Powered by
SearchSoft
SOLUTIONS
© PeopleSoft

Step Three

- Read and accept or decline the Disclaimer (see below).

Disclaimer

By submitting this form, I certify that the information given in this application is true, accurate, and complete to the best of my knowledge.

I authorize the School Board of Lake County, Florida, to make such investigations and inquiries as may be necessary in arriving at an employment decision as permissible by law. I hereby release any and all employers, schools, or persons from all liability in responding to inquiries in connection with my application.

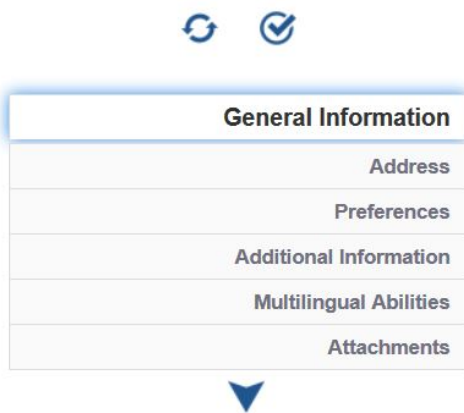
In the event of employment, I understand that false or misleading information given in my application or interview(s) or any omission of information may result in disciplinary action up to, and including, discharge. I understand, also, that I am required to abide by all rules and regulations of the School Board of Lake County, Florida.

By declining this honesty disclaimer, you will not be allowed to edit any of your original application information. You will be immediately logged out of the system and sent back to the login screen. You must accept the honesty disclaimer in order to make changes to your original record.

[Accept](#)
[Decline](#)

Step Four

- Begin providing required background information. You will be asked for “General Information”, “Address”, “Preferences” regarding volunteer service and times, listing any “Multi-Lingual” and “Technical” talents. Next you will answer a few Background questions.
- Then you will verify your answers and submit the application.



General Information
Address
Preferences
Additional Information
Multilingual Abilities
Attachments

Step Five

- Contact Mr. Nazario-Torres, Volunteer Coordinator to let him know you have submitted your application.
- Email: Nazario-TorresF@lake.k12.fl.us or call at (352) 429-2294 x 5829
- When the first step of the application process is completed, Mr. Nazario-Torres will contact you regarding the required \$21.75 payment for the fingerprinting process.

Step Six

- In about 10 to 14 days you will receive an email from Search Soft that will give you instructions on where to go to submit your fingerprints for processing. Most UPS stores in the area provide this service, and you will pick a time and location that suits your schedule.
- This process is done digitally and takes no more than 30 minutes.
- Search Soft will then process your scans and notify you via email when you have been approved as a Level 2 Lake County Schools Volunteer.

Step Seven

- Contact Mr. Nazario-Torres and he will begin discussing all the volunteer options with you.