

You will need to go our website: [www.okee.k12.fl.us](http://www.okee.k12.fl.us):

Choose the "BLACK BANNER", all the way to the right, Click on "**Apply**"

Choose **Search Current Job Openings (on the left of the page)**.

Scroll down the list until you find "**Volunteer**" and choose the **school** where you will be volunteering

Click on "**Apply for Selected Positions**"

Click on "**Create Profile**"

### **Complete the Volunteer Application and submit**

This "Volunteer Application" goes directly to the school's Assistant Principal you have chosen to Volunteer for. They will complete the process at the school site before the "Volunteer Application is submitted to me here in Administrative Services. Once I have received notification that the school site process is complete, I will send you the link for scheduling your fingerprint appointment and the assigned Safe School Modules.