



BOARD OF COUNTY COMMISSIONERS

Parks and Recreation Administration

2725 Judge Fran Jamieson Way
Building B, Room 203
Viera, Florida 32940

Until September 30, 2022, volunteers will continue to need to have a **coupon** from the Parks and Recreation Department PRIOR to scheduling their appointment. Coupons can be obtained from the League President or League Volunteer Coordinator.

Thank you for your continued service to the community.

Sincerely,

Mary Ellen Donner, Director
Brevard County Parks and Recreation Department

Background Investigation Screening are by appointment ONLY

To Schedule a Background Investigation Screening Appointment

Volunteers will be required to schedule an appointment online at www.AUEStaffing.com

Once at the website, select the "Fingerprinting tab". Then select "redeem coupon" and enter in the code. Select either the 1-year or the 5-year option for Brevard County Parks & Recreation. Once a calendar appears, select a date and time. Volunteers will need to input their name **exactly as it appears on their identification**. They will then need to complete the remainder of the questions including "Area" and "League name", making sure they have entered in the "Redeem Coupon" code if they haven't already before selecting. Select the "Pay Now" and complete the transaction. The volunteer will receive an e-mail confirmation confirming an appointment date and time.

Phone (321) 633-2046 • Fax (321) 633-2198

Website: www.Brevardparks.com



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August 30, 2021

Brevard Archers, Inc.
PO BOX 410031
Melbourne, FL 32941

Dear Recreation Partner, Recreation Instructors and Volunteers:

We appreciate your continued partnership with Parks and Recreation in providing quality programs and services to the citizens of and visitors to Brevard County. Through your volunteer efforts, you enhance the quality of life and have a positive impact of today's citizens and future generations.

Since January 2017, the Brevard County Parks and Recreation has required that all Recreation Partner volunteers, Recreation Instructors and Department volunteers successfully pass High-Level Background Investigation Screenings in order for you to volunteer for your organization or instruct and/or volunteer for the Department. The Background Investigation Screening requirement was put in place to protect At-Risk Populations – children, elderly, disabled and those whom cannot defend themselves.

For the past five years the Parks and Recreation Department has paid for the Background Investigation Screenings. For a period of one-year, effective October 1, 2021, the Parks and Recreation Department will pay for one-half of the cost of the Recreation Partner, Recreation Instructor, or Volunteer High-Level Background Investigation Screening. Beginning October 1, 2022, the cost of the High-Level Background Investigation Screening will be paid in full by the Recreation Partner, Recreation Instructor or Volunteer.

Background Investigation Screenings will be processed through AUE located at 1600 Sarno Road, #109, Melbourne, FL 32935.

Background Investigation Screenings are by appointment ONLY

You may schedule your appointment by visiting www.AUEstaffing.com

You may elect a 1-year or 5-year background investigation screening. The cost of a 1-year background screening is \$44.26 and volunteers' half payment portion is \$22.13. The cost of a 5-year background screening is \$79.00 and volunteers' half payment portion is \$39.50. AUE accepts debit or credit cards. Payment must be made prior to the background screening being performed.

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