



OUT OF SCHOOL PROGRAMS

Palm Beach County Parks and Recreation Department

Recreation Module Approval Process

Please be advised that all Recreation Modules, Special Events and Field Trips must be approved by Palm Beach County Parks and Recreation/Out of School Programs prior to conducting the module in Middle School After-School Programs.

The following procedures are required when developing a Recreation Module, Special Event or Field Trip:

Prospective Recreation Consultants:

1. Schedule a meeting to discuss program overview/interview. Please be prepared to present your portfolio, examples of your work or a demonstration of the Recreation Module you are interested in instructing.
2. Complete the Recreation Consultant Application (includes the Code of Conduct Form). All forms can be accessed online at <http://www.pbcgov.com/parks/outofschool/>
3. A Recreation Module, Special Event and/or a Field Trip Lesson Plan are to be completed for each module, special event or field trip offered. Once completed, please submit all information to the address below.
4. Receive approval for Recreation Module, Special Event and/or Field Trip offered.
5. Provide a list of employees that will be working as Recreation Consultants (if applicable) to the School District Middle School After-School Office. Please email the list to Olivia Rogers at Rogerso@palmbeach.k12.fl.us.
6. Prospective Recreation Consultants (including substitutes and volunteers) are required to have a Nationwide Background Check conducted by Palm Beach County School District Police. Nationwide Background Checks must be approved by School Police before honoring any contracts with Middle School After-School Programs. (*See Recreation Consultant Background Check Approval Process*).

Current Recreation Consultants adding or updating information:

1. Complete the Recreation Consultant Application - **Only if your contact information has changed.**
2. If you would like to develop a new Recreation Module, Special Event or Field Trip please request the most recent forms and submit all completed lesson plans to the address below. All forms can also be accessed on line at <http://www.pbcgov.com/parks/outofschool/>
3. Receive approval for Recreation Module, Special Event and/or Field Trip offered.
4. Contact the School District Middle School After - School Office at 561-982-0925 if you need to add or delete employees from your employee list. If adding new employees they are required to adhere to the School District Background Check policy prior to working as a Recreation Consultant.
5. See *Recreation Consultant Background Check Approval Process* for information regarding annual Background Checks conducted by Palm Beach County School District Police.

Please submit all forms to:
Palm Beach County Parks and Recreation Department
Out of School Programs - Attn: Melissa Vazquez
2700 6th Avenue South
Lake Worth, FL 33461
(561) 963-6702

Please allow at least 10 business days for the Recreation Module(s) to be approved. Upon approval of the Recreation Module(s), the information will be forwarded to the School District of Palm Beach County Middle School After School Office. Your status as a Recreation Consultant will be pending the approval of your Background Check. All Background Checks will be conducted by Palm Beach County School District Police (*See Recreation Background Check Approval Process*).