



Attn: Non-Profit Contractors of Collier County Public Schools,

Included herein are instructions to obtain a Non-Profit Contractor badge with the Collier County Public Schools (CCPS). Pursuant to the Jessica Lunsford Act and Florida statute related to the screening and processing of contractor badges, the District has implemented several classifications of contractors based on services provided. If you are receiving this letter, you have been identified as a non-profit contractor that provides services at no cost to the students, parents, school, or District. As a contractor, you will be screened and cleared based on the guidelines used for District employees. Please visit the link on our website for more information <http://www.collierschools.com/hr/docs/CriminalBackgroundScreening.pdf>. You will receive a CCPS Non-Profit Contractor Badge once fingerprint clearance has been confirmed.

Please review the attached "**Steps to Obtain a Non-Profit Contractor Badge Guide**" for an overview of the process and instructions. In order to better serve you, we use an electronic system for our customers' convenience to upload the required documents easily.

As a reminder, all non-profit companies/organizations requesting a Non-Profit Contractor badge for their representatives must be an approved vendor through our Legal Department. In order to be considered an approved vendor, your company/organization must have a current, approved contract (MOU) with CCPS and must have a current copy of the Certificate of Insurance (COI) on file. Please contact our Legal Department at 239-377-0499 if you have any questions or concerns regarding your company's status.

The Non-Profit Contractor badge will be the only badge that will be accepted on school grounds for non-profit companies/organizations.

If you have any questions regarding this process, please feel free to direct them to applicantscreening@collierschools.com.

Sincerely,

Office of Applicant Screening