

How to Become a Wheeler HS Band Booster Club Bingo Volunteer

There are five steps that must be completed before you can participate. Should you have any questions while completing the steps, do not hesitate to reach out to Bruni Taveras and Jamey Oliveira at wheelerbandbingo@gmail.com.

1. **Join Wheeler Band Booster Club** by paying Band Dues. Dues can be paid using Cash App, Venmo, check and cash.
2. **Notify the bingo committee** you are interested in volunteering by sending Bruni Taveras and Jamey Oliveira an email to wheelerbandbingo@gmail.com.
3. **Complete the fingerprinting process:**
 - a. From an Internet browser, type in <https://www.aps.gemalto.com/ga/index.htm> to access the Applicant Processing Services website. Click on Applicant Registration.
 - b. Click on Secretary of State. Then click on Charity Bingo. Read the Non-Criminal Justice Applicant's Privacy Rights and the Privacy Act Statement, check the box to accept the terms and click continue.
 - c. Now you are in the Georgia Applicant Processing Services (GAPS) page. Under the Transaction Information section, the requesting agency ID is auto filled, so "GAP17846" is pre-filled. You may enter Bingo as position applied for.
 - d. Under Reason for Fingerprinting, click the drop-down arrow and select Bingo-GA Check Only.
 - e. Complete the Personal Information section and click Continue.
 - f. Pay the fingerprinting cost of \$38.25. This will be reimbursed as a credit in your child's account once you are approved and have worked one night of Bingo.
 - g. An email will be sent to you confirming your registration and payment. This email will have your **Registration ID**, which you need to bring to the fingerprinting site. The email will also have the instructions for fingerprinting.
 - h. Get fingerprinted. Go to <https://www.aps.gemalto.com/ga/index.htm> and click on Fingerprinting Locations. Then, click on a region on the map for a list of fingerprinting locations. Please call the location before going as there are varying hours of operation. In addition, make sure to bring your Registration ID.
4. **Complete the Personal History & Background Form.** Click <https://sos.ga.gov/sites/default/files/forms/Personal%20History%20and%20Background%20Form.pdf> to access the fillable form. This form may be emailed directly to the Office of the Secretary of State (SOS) at bingo@sos.ga.gov. Please see the instructions below and follow the directions to complete the Personal History & Background form correctly.
5. **Notify the bingo committee** after submitting the **Personal History and Background Form** by sending them an email to wheelerbandbingo@gmail.com to let them know that all steps have been completed. The Bingo Committee needs to send an email to the SOS to confirm you are applying to volunteer for Wheeler HS Band Booster Club. **Note: Without this email, the application process will be delayed.**

Completing the Personal History & Background Form

- Item 2: Name of Organization – Wheeler High School Band Booster Club
- Item 3: Are you a member of this organization? *Yes*
 - How long have you been a member of this club? – *Enter the time*
 - Position – *Member*
 - Salary – *None*
 - Type of Membership – *Regular*
- Verification:
 - Type your name as it is listed under Item 1: “Full Name”
 - Make sure you add your cell phone and email
- Print the application, sign it, and check or bubble in the following items:
 - Item 3: Are you a member of the organization?
 - Item 6: Are you a U.S. Citizen?
 - Item 7: Are you a Georgia Resident?
 - Item 12: Single, Married, Other
 - Item 15: Are you a bingo worker for any other organization?
 - Item 16: Have you ever been convicted of a violation of any federal, state, county, or municipal law?
 - Item 18: Attach a passport-size photograph taken within the past two years.
- Scan the completed Personal History and Background form and email it to: bingo@sos.ga.gov.