



Become a registered volunteer now and you will be set for your child's field trips, assisting in the classroom, working special events, etc. Registering now avoids the possibility of not being in the volunteer database and approved when opportunities arise to assist at your school.

STEP 1 - Complete an On-Line Volunteer Application/Profile

1. Go to the volunteer website -- www.hssd.k12.wi.us/volunteer
2. CLICK on your **"school name"** under the heading **"Volunteer opportunities at.."** on the left-hand side of the web page.
3. CLICK **"Sign Up"** in the upper right, and it will ask you if you have an existing profile – CLICK **"No"** if you are a first time user, and you will be walked through the application/profile SIGN UP process.

(If you prefer, you can complete a hard-copy application. Please ask your school secretary for a copy)

STEP 2 - When your on-line application is received, background check paperwork will be e-mailed to you. This paperwork must be completed and processed before you are approved to volunteer.

Contact Diane Schmidtke, Volunteer and Community Involvement Coordinator if you have questions or need additional information: 662-8186 or dianschm@hssd.k12.wi.us