



1. CREATE A NEW VOLUNTEER APPLICATION/PROFILE

***This MUST be completed before a BACKGROUND CHECK can be done.**

- a) Visit www.hssdschools.org/volunteerprogram
- b) Click on Volunteer Log in (right hand corner of orange bar).
- c) Enter HOWARD next to the Keyword search box.
- d) Click on the school name you would like to volunteer at.
- e) Click blue "Fill in Application" button at top right of page.
- f) Complete the information under "I am new to MyVolunteerPage".
 - Read organization's policies and check "I agree"
 - Save and Continue

2. SIGN UP FOR ACTIVITIES

***This allows you to be contacted or to sign up for specific volunteer shifts if applicable.**

- a) Click on "go to opportunities page".
- b) Look over options and choose those that interest you.
(Most activities do not have a schedule, but you will see dates for those that do have a set schedule and will be able to sign up for specific times).
- c) Click on any item under Activity to get more information and sign up.
 - Once you have selected an activity, click on "Back to Activity" list to select additional opportunities. Choices will automatically be saved.
 - The completed online Volunteer Application will automatically be submitted to the Volunteer Coordinator.

3. ONCE THE COMPLETED APPLICATION IS RECEIVED, A LINK TO COMPLETE THE BACKGROUND CHECK WILL BE EMAILED TO YOU TO COMPLETE.

We appreciate our volunteers!

www.hssd.k12.wi.us/volunteerprogram

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