

## Volunteer Involvement Program

If you would like to attend a student's field trip, assist in a classroom, or volunteer in the district in any way throughout the school year, please get approved to volunteer by completing the steps below:



### **STEP 1. Create a New Volunteer Application/Profile**

This must be completed before a background check can be done.

1. Visit <https://www.hssdschools.org/community>
2. Click on "Volunteer Involvement Program (VIP)"
3. Under "VOLUNTEER LOGIN", Click on "[Click here](#) to access the volunteer log in page"
4. Enter Howard next to Keyword in search box.
5. Click on school name you would like to volunteer at.
6. Click blue "Fill in application" button at top right of page.
7. Complete the information under "I am new to MyVolunteerPage"
  - Read organization's policies and  "I agree"
  - Save and continue

### **STEP 2. Complete the Background Check Form**

After you complete Step 1, you will receive an email with a link to the actual background check form to complete and submit. You should receive an email with your approval status within four weeks of submission.

Thank you for being a volunteer! For more information, contact Cheryl Schmidt at (920) 662-7878.