



## Create A New Volunteer Application/Profile

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

1. Visit [www.hssd.k12.wi.us/volunteerprogram](http://www.hssd.k12.wi.us/volunteerprogram)
2. Click on Volunteer Log In (right hand corner of orange bar)
3. Enter **Howard** next to Keyword in search box.
4. Click on school name you would like to volunteer at.
5. Click blue "Fill in application" button at top right of page.
6. Complete the information under "I am new to MyVolunteerPage"
  - Read organization's policies and ✓ "I agree"
  - Save and continue

## Sign Up For Activities

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

1. Click on "go to opportunities page".
2. 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.)
3. 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 be automatically saved.

The completed online volunteer application will automatically be submitted to the Volunteer Coordinator. Once received, a link to complete the background check will be emailed to you.

**Thank you for your involvement in our District. We appreciate our volunteers!**

[www.hssd.k12.wi.us/volunteerprogram](http://www.hssd.k12.wi.us/volunteerprogram)

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