

## Page 1: Welcome

## Page 2: Personal Information

- Be sure to use legal name on ID
- Email address is necessary (if no email address, use glake@tps.org)
- Affiliation – select the one that best matches
  - Business Partner – are you volunteering through your company/business?
  - Community Member – are you volunteering directly through the school (not through a community organization)?
  - Faith Partner – are you volunteering through an organized faith-based partnership?
  - Family Member – are you a family member of a student at the school?
  - Community Partner – are you employed by or volunteering through a community partners?
- Organization Role/Title – not mandatory; fill in if appropriate

## Page 3: School Preferences

This will add you to email lists about future one-time volunteer events and other building-specific volunteer/partner related notifications.

## Page 4: Functions

- Select all roles you are interested in filling.
- Your application will *only* be processed for roles selected below. This means you will only be allowed to volunteer in the role(s) you select.
- Certain roles require different levels of background checks – dependent upon volunteers' access to students.

## Page 5: Documents

- Based on function(s) selected, you may have to submit evidence of your completed FBI/BCI background check before proceeding.
- If you are applying as an employee or volunteer of a community partner organization, your employer/supervisor will be asked to confirm your status.

## Page 6: Organizations

- Select the organization(s) through whom you are employed or volunteering.
- If you are volunteering independently, select “None”

## Page 7: Disclaimer

- Signature collected – sign using mouse or mousepad.
- Please note that your Social Security Number will be requested if a background check is necessary, based on the function(s) you select.

## Page 8: Done

- This page provides confirmation of successful submission of application.
- An email confirmation is sent to the email address provided in the application.