How to become a Chicago Public Schools Volunteer.

Step 1:

Visit http://www.cpsvolunteers.org
STEP BY STEP WITH CIVICORE

Click on “Complete Volunteer Application”.

VOLUNTEER PROGRAMS

Select your preferred language.

Click on “New Volunteer”
STEP BY STEP WITH CIVICORE

Complete all required fields (*)

Click the dropdown to select your answer.

If yes, please provide “Relationship to the student(s)” and “Student(s) name”

If you’re volunteering “On behalf of an Organization” select “Yes”
If yes, click dropdown to select your organization.

*After selecting Organization add a brief description of your purpose of volunteering.

Select the school you would like to volunteer at.

After selecting your school, click dropdown arrow to select “Volunteer Type”
For an explanation of volunteer type click “Click here”

Complete all required fields (*)

How to create volunteer Login.

Complete all required fields.

Please keep your email/password. This is the information you will use to login in to your Civicore profile*

If you are a current Chicago Public School employee select “Yes”
STEP BY STEP WITH CIVICORE

Are you a Chicago Public Schools employee?

☐ Yes  ☐ No

Is yes, please provide your “Employee ID number”

Employee #

Click on the dropdown arrow to select “Volunter Type”
Select your preferred “Language”
Select “Education Level”
Scan or take a photo of your “State ID, Driver’s License and or, Passport. Save the file to a computer or cell phone. Upload the file to your application.
In case of an emergency, please list an “Emergency Contact name and number”

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<tr>
<th>Emergency contact name</th>
<th>Emergency contact phone</th>
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You’ll need to add at least one reference to your application.

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<th>Reference 1 Name</th>
<th>Reference 1 Phone</th>
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<table>
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<th>Reference 2 Name</th>
<th>Reference 2 Phone</th>
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After completing each required section, Click the required field box to submit application.

- I HEREBY CERTIFY that all statements made herein are true and correct and authorize investigation of all statements herein recorded. I release from all liability persons and organizations reporting information required by this application.
- I have reviewed the Volunteer Policy.