



Volunteer Programs



Chicago  
Public  
Schools

Family and Community  
Engagement

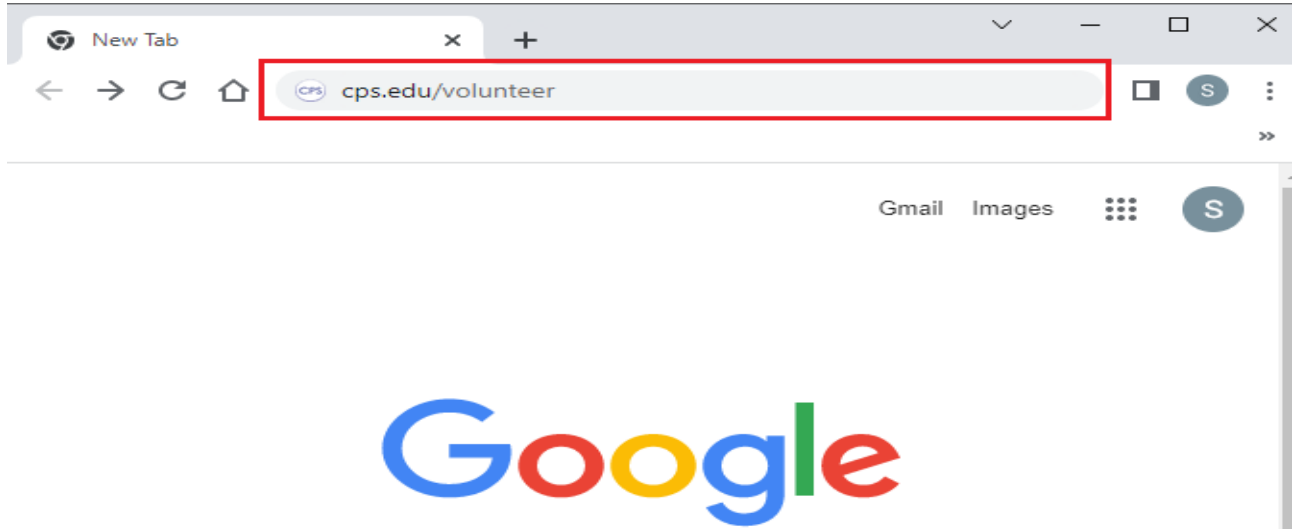
# Volunteer Application Guide

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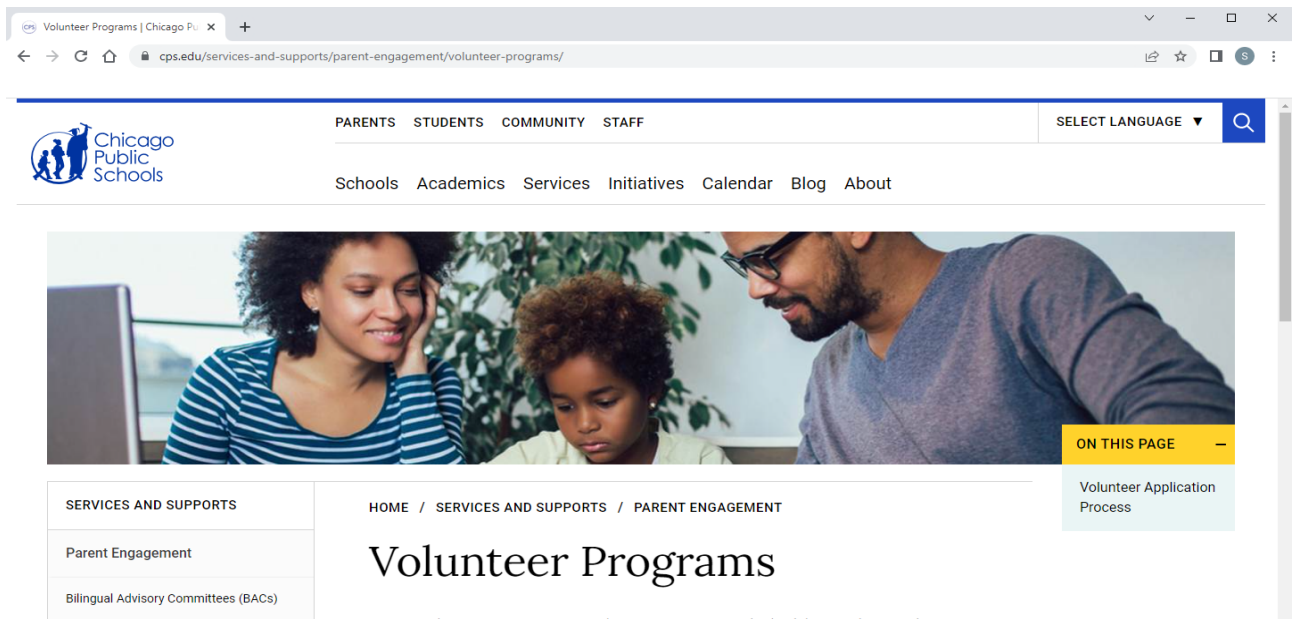
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## [New Volunteers - How apply](#)

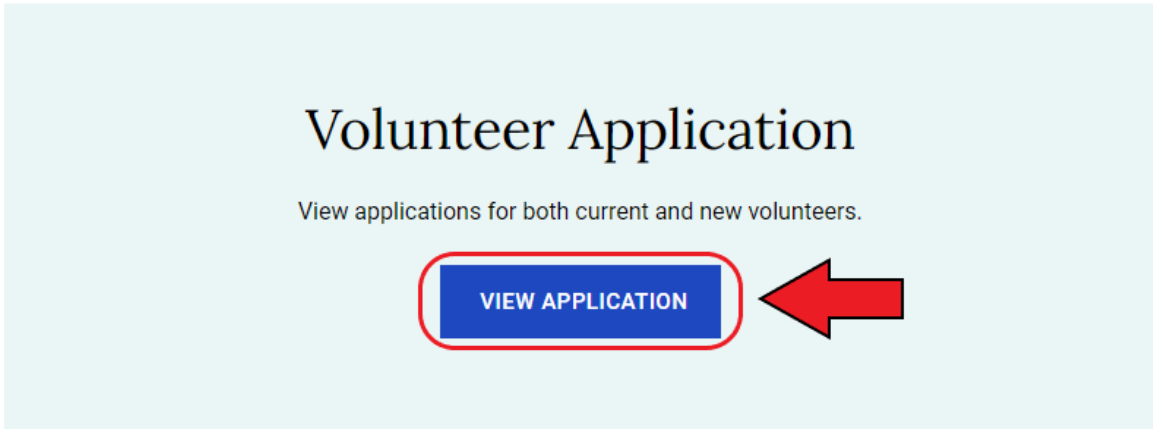
**Step 1:** Visit [cps.edu/volunteer](https://cps.edu/volunteer).



**Step 2:** Volunteer Website



**Step 3:** Click "View Application"



**Step 4:** Click 'New Volunteer'.



**Step 5:** Please fill out the required fields in the Basic Information section. To eliminate delays or issues with the volunteer process, make sure you type your **Legal First Name** and **Legal Last Name**.

**Basic Information**

Primary Household Contact

\* Legal First Name: Johnny  
\* Legal Last Name: Smith  
Middle Name: [Empty]

Preferred Name/Nickname: John  
Suffix: -- Select --

\* Date of Birth: 01/01/2000  
Ethnicity: -- Select --

Are you volunteering on behalf of a student currently enrolled in Chicago Public Schools?  
-- Select --

**Step 6:** Do you have a preferred name? If so, type your preferred name below the Legal First Name field.

**Basic Information**

Primary Household Contact

\* Legal First Name: Johnny  
\* Legal Last Name: Smith  
Middle Name: [Empty]

Preferred Name/Nickname: John  
Suffix: -- Select --

\* Date of Birth: 01/01/2000  
Ethnicity: -- Select --

Are you volunteering on behalf of a student currently enrolled in Chicago Public Schools?  
-- Select --

**Step 7:** Please fill out the required fields in the Additional Information section.

**Additional Information**

<b>* Home Address 1</b> <input type="text" value="42 W Madison"/>	<b>Home Address 2</b> <input type="text"/>
<b>* Home City</b> <input type="text" value="Chicago"/>	<b>* Country</b> <input type="text" value="USA"/>
<b>* Home State</b> <input type="text" value="Illinois"/>	<b>* Home Zip code</b> <input type="text" value="60602"/>
<b>* Cell phone</b> <input type="text" value="773-555-5555"/>	<b>Home phone</b> <input type="text" value="### ### #####"/>
<b>Work phone</b> <input type="text" value="### ### #####"/>	<b>Work phone ext.</b> <input type="text"/>

**Step 8:** Please enter the email and password you will use to login into Civicore. Make sure that the Password field and confirm Password field match.

**Login Information**

*The email and password you enter here will become your login information once you are approved as a volunteer. Please note the information so you have them ready upon log in.*

<b>* Email address</b> <input type="text" value="JohnnySmith@Email.com"/>	<b>Alternate email address</b> <input type="text" value="JohnSmith00@Email.com"/>
<b>* Password</b> <input type="password" value="....."/>	<b>* Confirm Password</b> <input type="password" value="....."/>

**Final step:** 'Submit Application' button.

**Login Information**

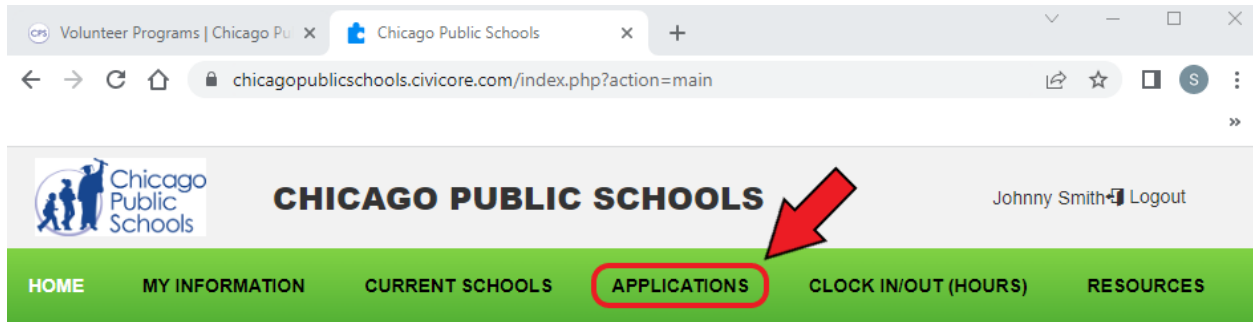
*The email and password you enter here will become your login information once you are approved as a volunteer. Please note the information so you have them ready upon log in.*

<b>* Email address</b> <input type="text" value="JohnnySmith@Email.com"/>	<b>Alternate email address</b> <input type="text" value="JohnSmith00@Email.com"/>
<b>* Password</b> <input type="password" value="....."/>	<b>* Confirm Password</b> <input type="password" value="....."/>

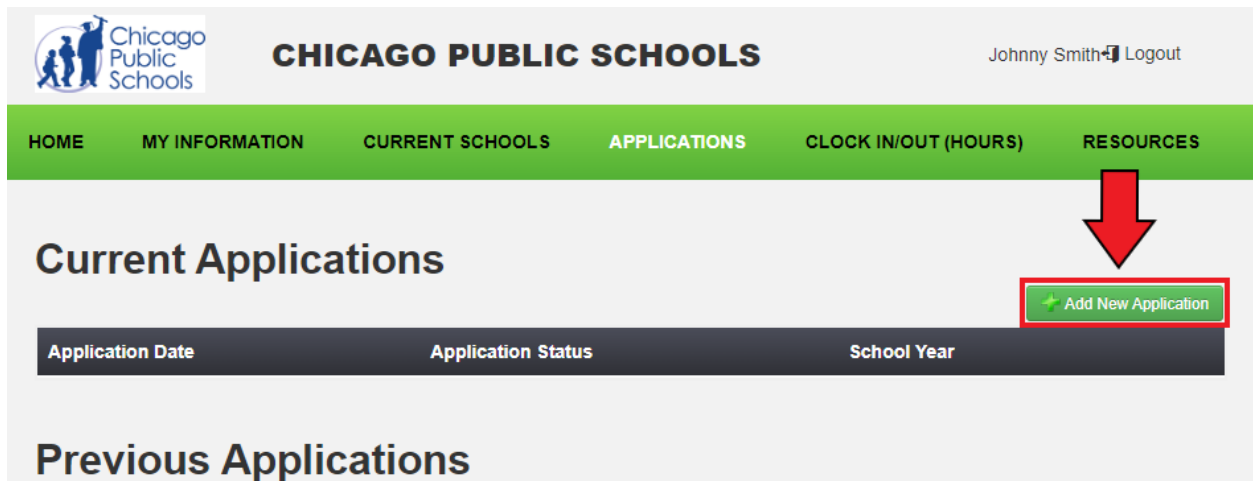
\*Click Here to continue to Create Application to apply for the new school year\*

## Create an application - Application for the new school year

**Step 1:** Click on 'APPLICATIONS.'



**Step 2:** If you do not have any current applications, click 'Add new Application'.

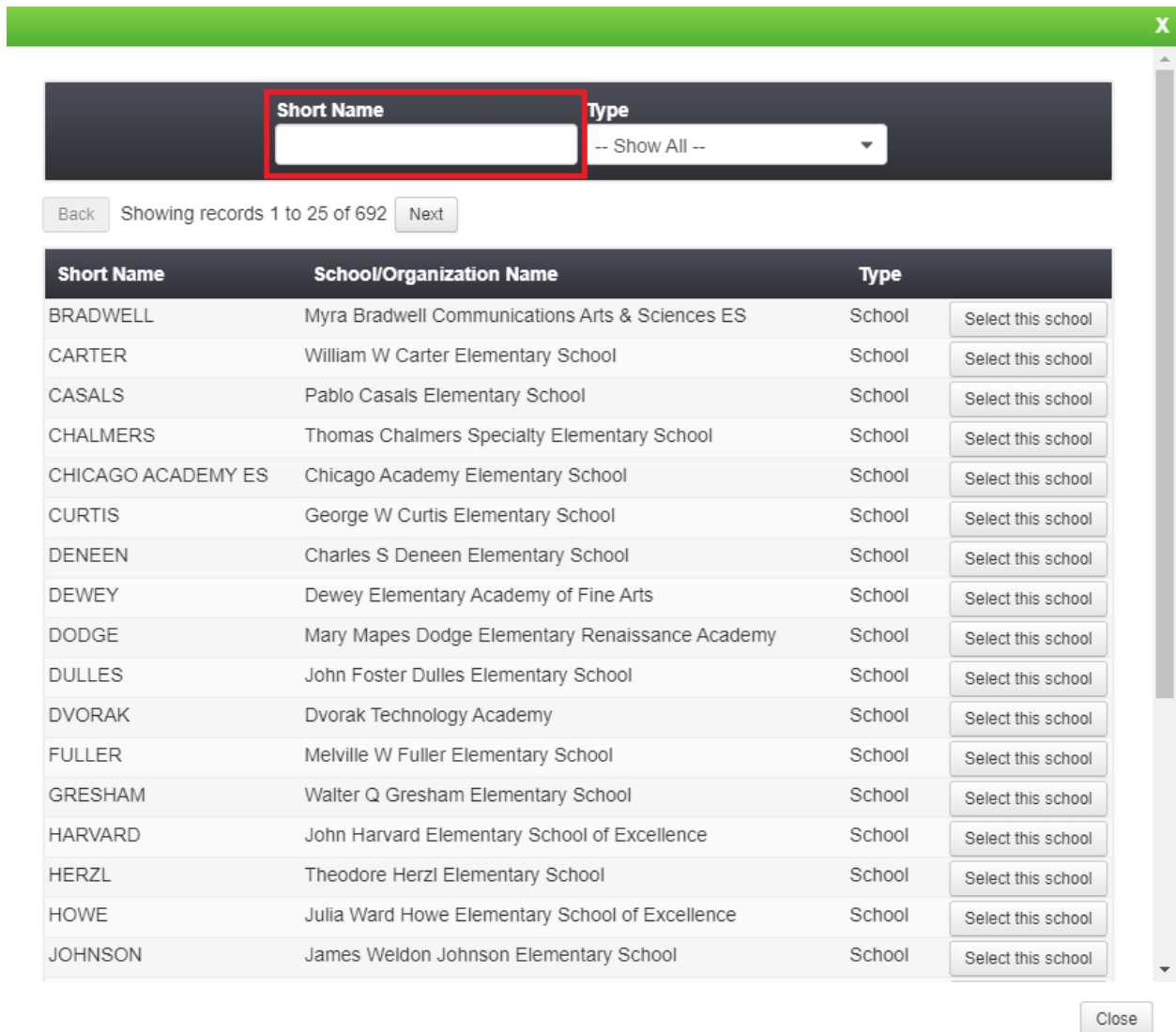


**Step 3:** Please check that the required fields are correct and up to date. To add a new School/Organization, scroll down to the 'School(s)/Organization(s) to Volunteer' section. Click on the 'Select' button

**School(s)/Organization(s) to Volunteer**

\* School/Organization  Volunteer Type [Click here to see explanations.](#) School Year 2022-2023

**Step 4:** Please select your School/Organization by using the Short Name search field



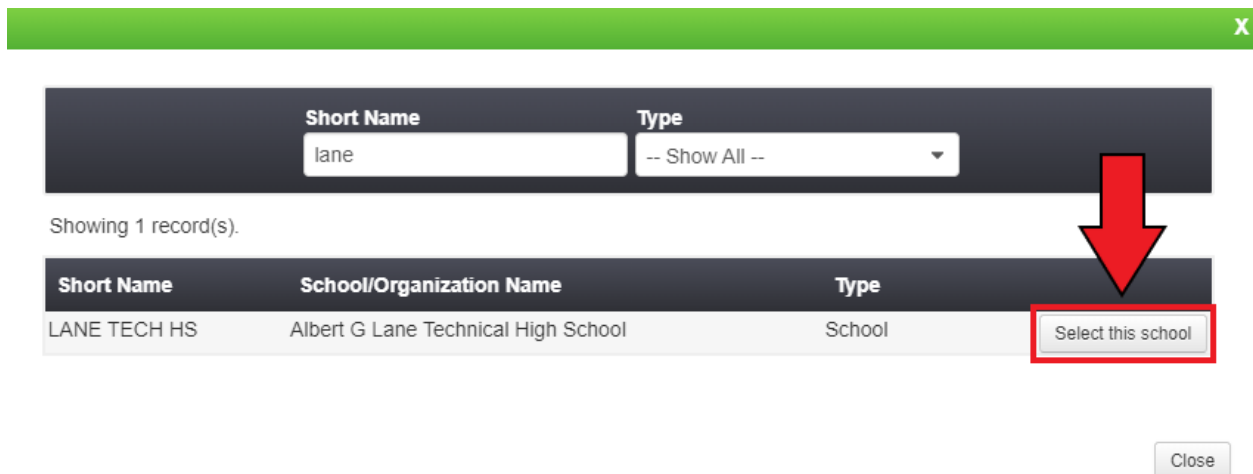
Short Name  Type -- Show All --

Back Showing records 1 to 25 of 692 Next

Short Name	School/Organization Name	Type	
BRADWELL	Myra Bradwell Communications Arts & Sciences ES	School	Select this school
CARTER	William W Carter Elementary School	School	Select this school
CASALS	Pablo Casals Elementary School	School	Select this school
CHALMERS	Thomas Chalmers Specialty Elementary School	School	Select this school
CHICAGO ACADEMY ES	Chicago Academy Elementary School	School	Select this school
CURTIS	George W Curtis Elementary School	School	Select this school
DENEEN	Charles S Deneen Elementary School	School	Select this school
DEWEY	Dewey Elementary Academy of Fine Arts	School	Select this school
DODGE	Mary Mapes Dodge Elementary Renaissance Academy	School	Select this school
DULLES	John Foster Dulles Elementary School	School	Select this school
DVORAK	Dvorak Technology Academy	School	Select this school
FULLER	Melville W Fuller Elementary School	School	Select this school
GRESHAM	Walter Q Gresham Elementary School	School	Select this school
HARVARD	John Harvard Elementary School of Excellence	School	Select this school
HERZL	Theodore Herzl Elementary School	School	Select this school
HOWE	Julia Ward Howe Elementary School of Excellence	School	Select this school
JOHNSON	James Weldon Johnson Elementary School	School	Select this school

Close

**Step 5:** 'Select this school' or 'Select this Organization'.



Short Name  Type -- Show All --

Showing 1 record(s).

Short Name	School/Organization Name	Type	
LANE TECH HS	Albert G Lane Technical High School	School	Select this school

Close



**Step 6:** Click on the dropdown and select whether you are volunteering as a Level 1 or Level 2. If you would like to know the difference between a Level 1 or Level 2 volunteer, [Click Here](#)

**Step 7:** If you would like to add another school/organization, click on 'Add a school/organization'. Repeat steps 3-6.

**Step 8:** Once you have added all the schools/organizations, scroll down to the Additional Information section. Please select 'Yes' or 'No' if you are volunteering as a coach.

**Step 9:** Continue scrolling down to the bottom of the page. Please select the boxes once all the information you have submitted is true and you have reviewed the Volunteer Policy.

**Step 10:** Click 'Submit'

Education Level  
-- Select --

Emergency contact name

Emergency contact phone

\* 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](#).


**References**

Reference 1 Name

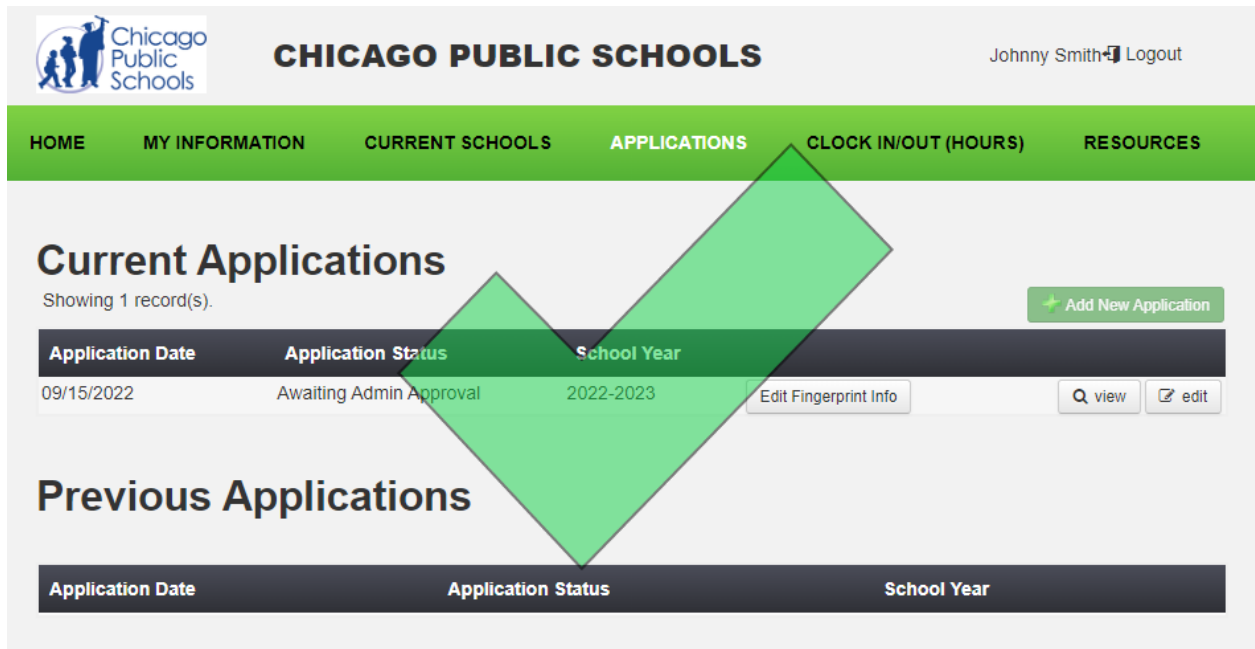
Reference 1 Phone

Reference 2 Name

Reference 2 Phone



**Step 11: Note:** You should only have **ONE** application for the current school year. If you would like to add another school in the future, follow the steps below.



Chicago Public Schools

CHICAGO PUBLIC SCHOOLS

Johnny Smith Logout

HOME MY INFORMATION CURRENT SCHOOLS **APPLICATIONS** CLOCK IN/OUT (HOURS) RESOURCES

### Current Applications

Showing 1 record(s).

[+ Add New Application](#)

Application Date	Application Status	School Year	
09/15/2022	Awaiting Admin Approval	2022-2023	<a href="#">Edit Fingerprint Info</a> <a href="#">Q view</a> <a href="#">edit</a>

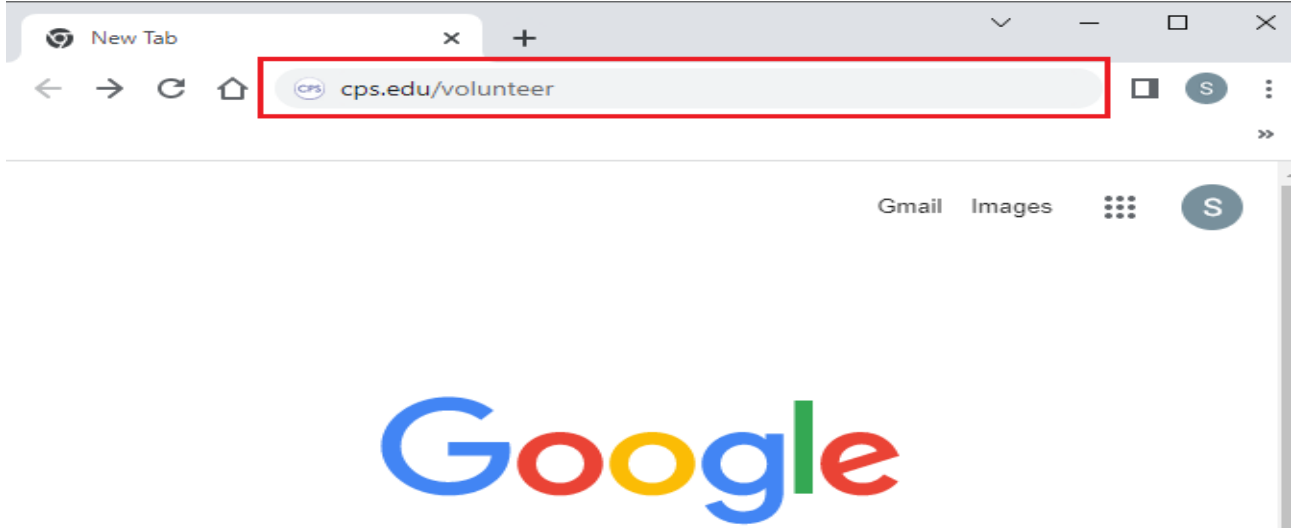
### Previous Applications

Application Date	Application Status	School Year
------------------	--------------------	-------------

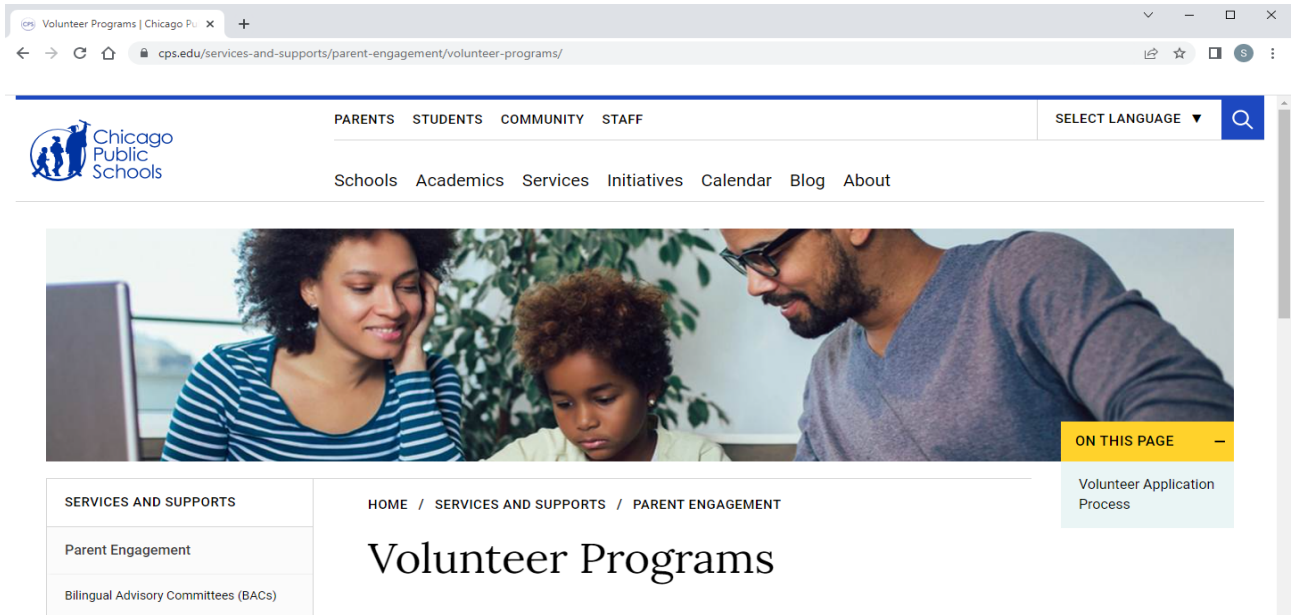
[\\*Click here to return to table of contents\\*](#)

## Returning Volunteers - How to Reapply

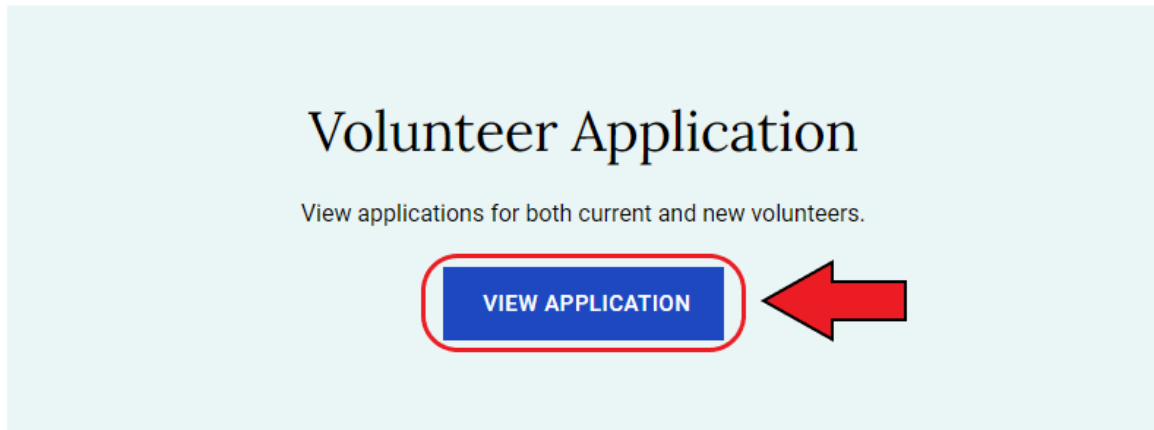
**Step 1:** Visit [cps.edu/volunteer](https://cps.edu/volunteer)



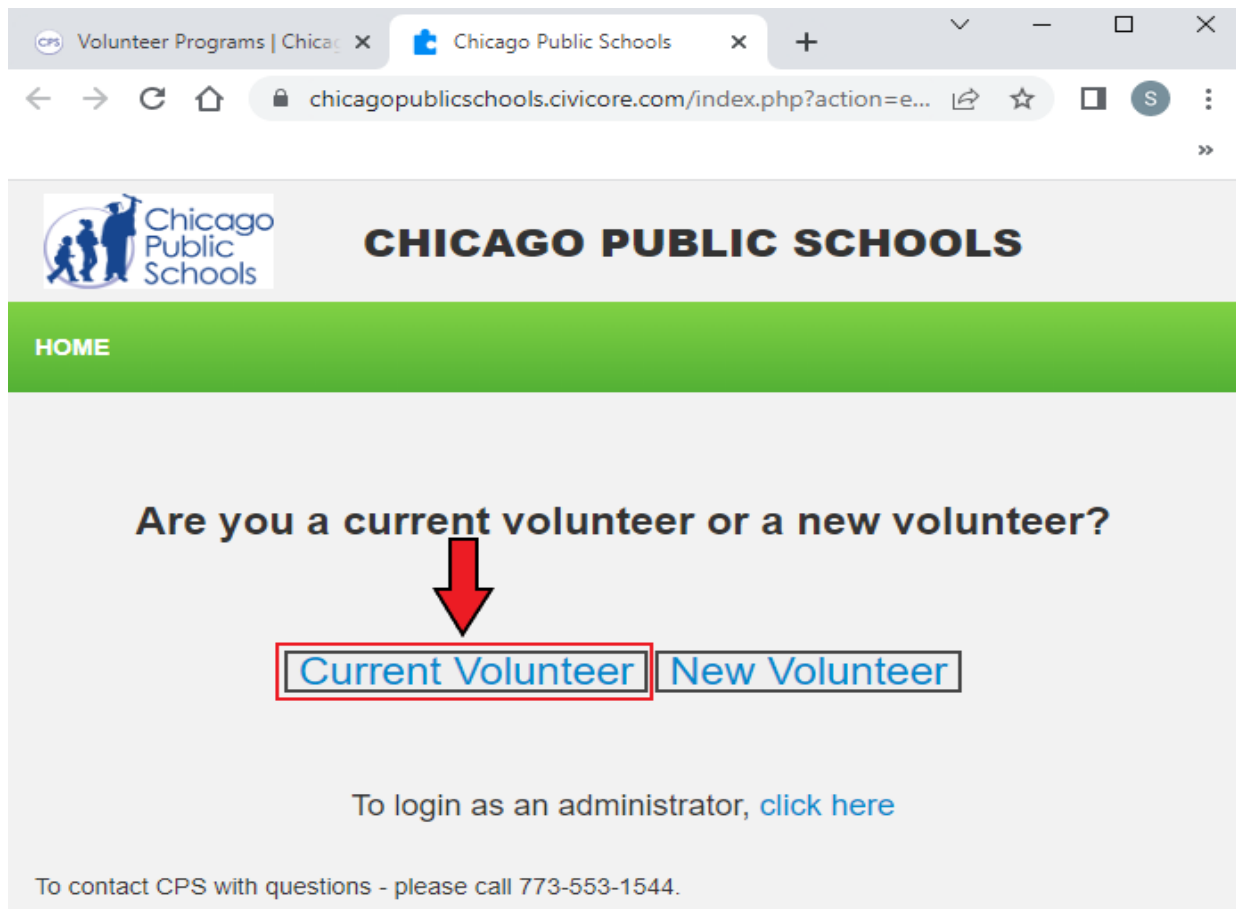
**Step 2:** Volunteer Website



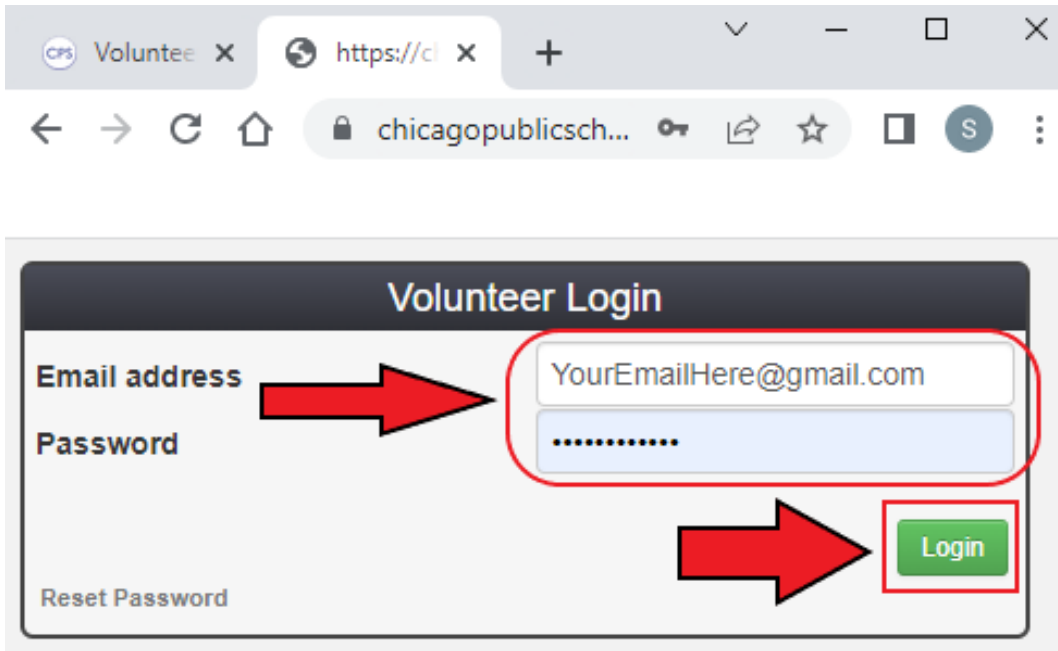
**Step 3:** Click “View Application”



**Step 4:** Click ‘Current Volunteer’.



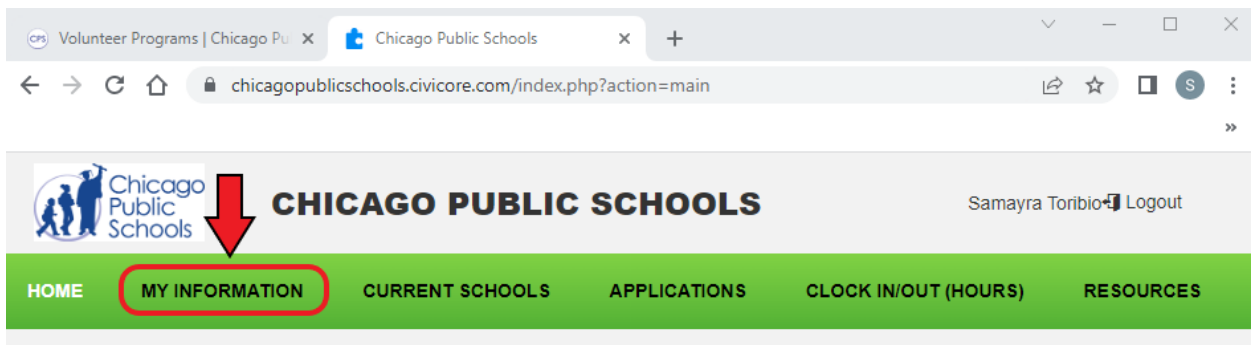
**Step 5:** Enter your email address and password



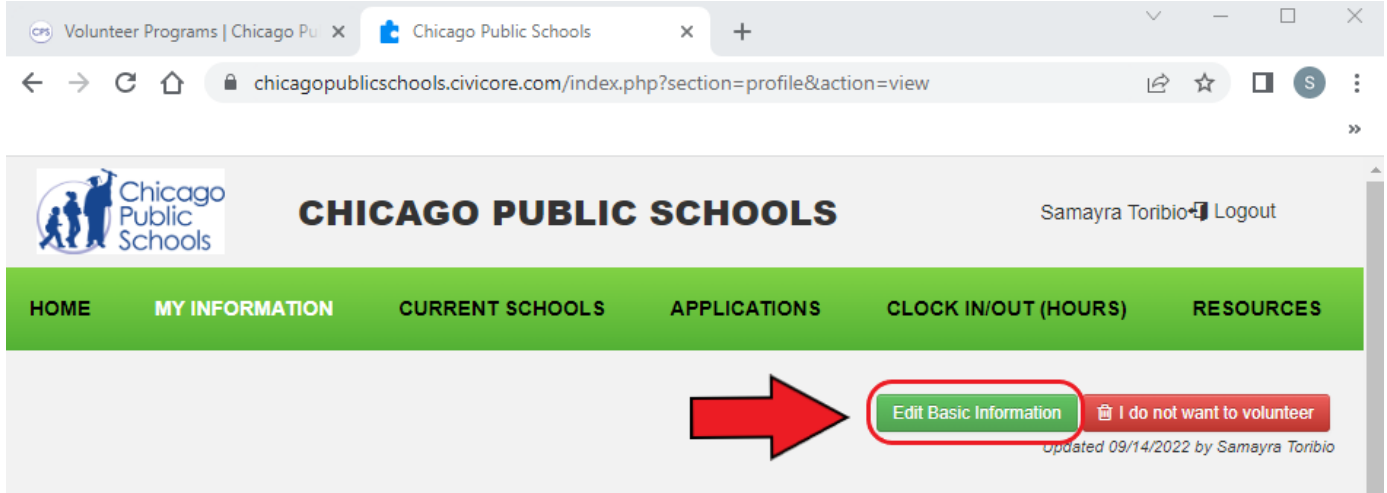
If you have forgotten your password, click on 'Reset Password'. An email will be sent to you to reset your password.



**Step 6:** Click on 'My Information.'



**Step 7:** To volunteer, click 'Edit Basic Information'. If you wish not to volunteer, click on the 'I do not want to volunteer' button. This will make your application inactive.



**Step 8:** Please double-check that the required fields are correct and up to date. To eliminate delays or issues with the volunteer process, make sure you type your **Legal First Name** and **Legal Last Name**.

**Basic Information**

Primary Household Contact

Volunteer Type  
Level I

<b>* Legal First Name</b> Samayra	Middle Name <input type="text"/>	<b>* Legal Last Name</b> Toribio
Preferred Name/Nickname Sammie	Suffix -- Select --	
<b>* Date of Birth</b> 01/24/1990	Gender Female	Ethnicity Hispanic/Latino

Are you volunteering on behalf of a student currently enrolled in Chicago Public Schools?  
No

Are you volunteering on behalf of an organization?  
 Yes  No

**Step 9:** Do you have a preferred name? If so, type your preferred name below the Legal First Name field.

**Basic Information**

**Primary Household Contact**

**Volunteer Type**  
 Level I

<b>* Legal First Name</b> <input type="text" value="Samayra"/>	<b>Middle Name</b> <input type="text"/>	<b>* Legal Last Name</b> <input type="text" value="Toribio"/>
<b>Preferred Name/Nickname</b> <input type="text" value="Sammie"/>	<b>Suffix</b> <input type="text" value="-- Select --"/>	
<b>* Date of Birth</b> <input type="text" value="01/24/1990"/>	<b>Gender</b> <input type="text" value="Female"/>	<b>Ethnicity</b> <input type="text" value="Hispanic/Latino"/>

**Are you volunteering on behalf of a student currently enrolled in Chicago Public Schools?**

**Are you volunteering on behalf of an organization?**  
 Yes  No

**Step 10:** Please check that all the fields are up to date. Make sure that the areas circled below reflect your current information.

### Contact Information

<b>Home Address 1</b> 42 W. Madison	<b>Home Address 2</b> 
<b>Home City</b> chicago	<b>* Country</b> USA
<b>Home State</b> Illinois	<b>Home Zip code</b> 60602
<b>Home phone</b> ### ### ####	<b>Cell phone</b> 773-553-1544
<b>Work phone</b> ### ### ####	<b>Work phone ext.</b> 

### Login Information

*The email and password you enter here will become your login information once you are approved as a volunteer. Please note the information so you have them ready upon log in.*

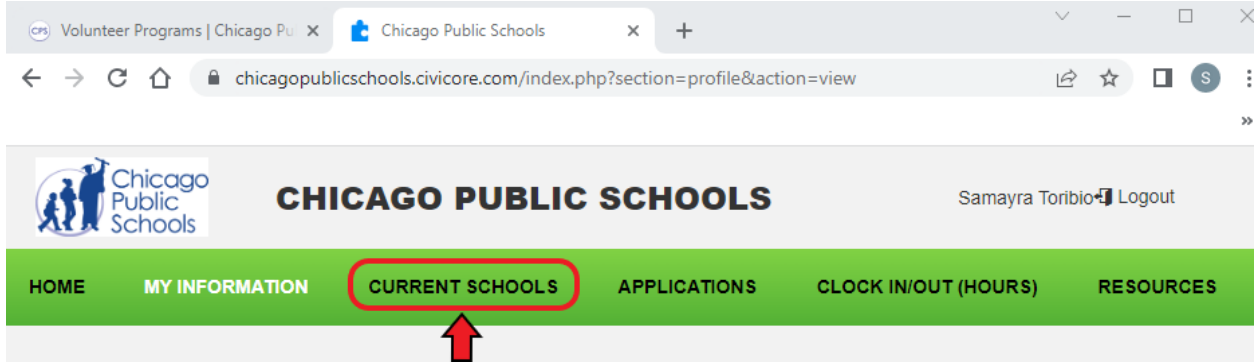
<b>Email address</b> @u.edu	<b>Alternate email address</b> 
<b>Password</b> *****	<b>Confirm Password</b> *****

**Step 11:** After checking your information, click on the 'Submit' button.

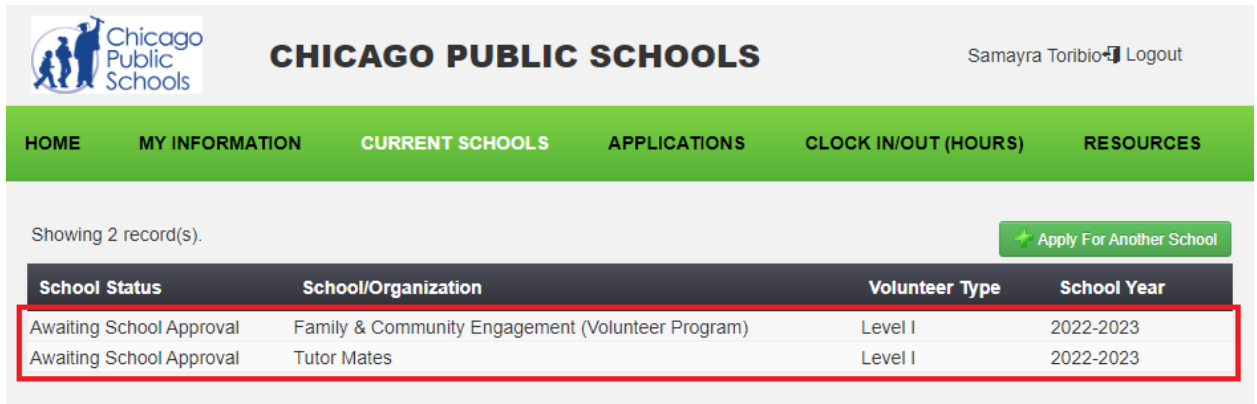
The screenshot shows a web browser window with the URL `chicagopublicschools.civcore.com/index.php?section=profile&action=edit&fwID=164300`. The page displays the 'Login Information' section, which includes the same form as seen in the previous image. A red arrow points to the 'Submit' button at the bottom left of the form, which is also highlighted with a red box. The 'Email address' field contains '@u.edu' and the 'Password' field contains '\*\*\*\*\*'.



**Step 12:** Click on 'CURRENT SCHOOLS'.



**Step 13:** Here, you can check your Schools/Organizations and volunteer level. If the level is incorrect, please contact the school to change your level. If you want to remove a school from your application, please contact us at Volunteer Programs at 773-553-1544.

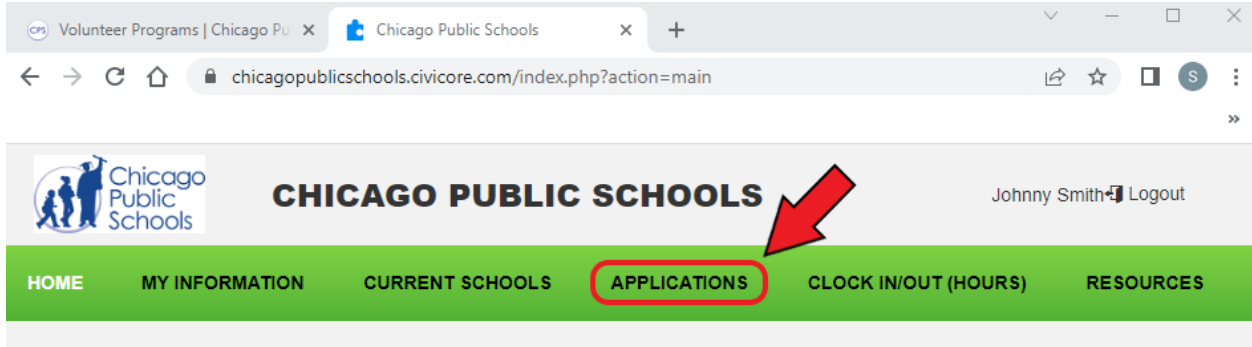


[\\*Click Here to return to table of contents\\*](#)

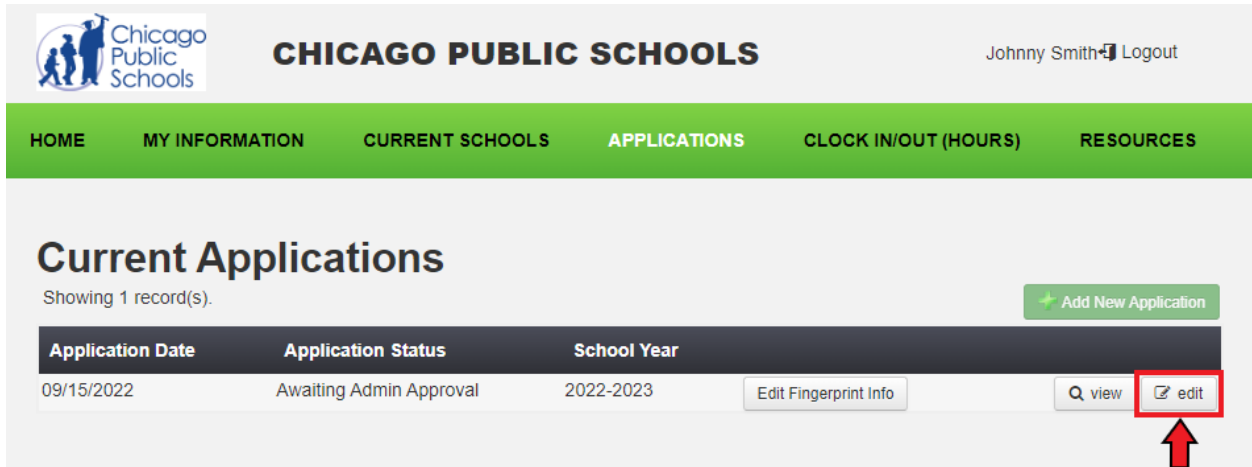
[\\*Click here to add an additional schools\\*](#)

## Adding Additional Schools

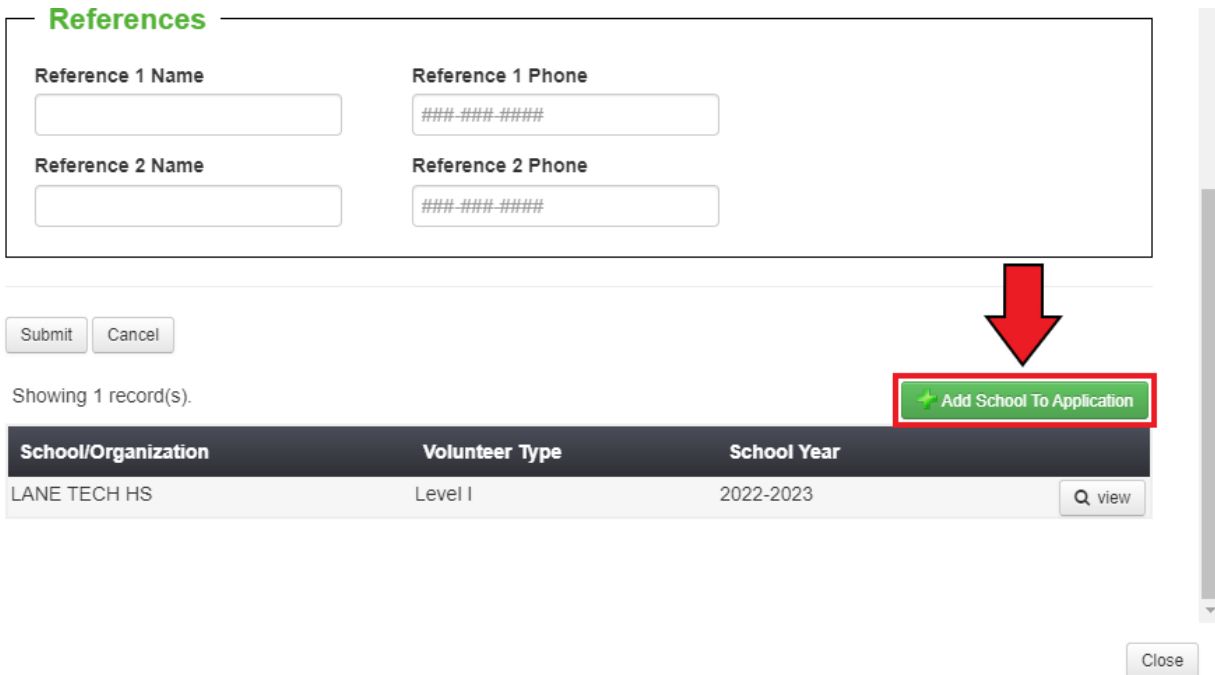
**Step 1:** Click on 'APPLICATIONS'.



**Step 2:** On your application, click 'edit'.



**Step 3:** To add a new school/organization, click 'Add School To Application'.



**Step 4:** A window will pop up. In this window, Click on the 'Select' button

A screenshot of a web form window with a green header bar and a close button (X) in the top right corner. The form contains three main sections:   
1. **\* School/Organization**: A button labeled "Select" is highlighted with a red rectangular box. A large red arrow points upwards from below the box towards the button.   
2. **Volunteer Type**: A dropdown menu with the text "Click here to see explanations." and a selection of "-- Select --".   
3. **School Year**: A text field containing "2022-2023".   
At the bottom right of the form, there are two buttons: "Submit" and "Cancel".

**Step 5:** Another window will pop up. You may search for your School/Organization by using the Short Name search field

A screenshot of a search results window with a green header bar and a close button (X) in the top right corner. The window features a search bar at the top with a "Short Name" input field (highlighted with a red box) and a "Type" dropdown menu set to "-- Show All --". Below the search bar, there are "Back" and "Next" buttons and a status indicator "Showing records 1 to 25 of 692". The main content is a table with the following columns: "Short Name", "School/Organization Name", and "Type". Each row in the table includes a "Select this school" button.   
The table data is as follows:

Short Name	School/Organization Name	Type
BRADWELL	Myra Bradwell Communications Arts & Sciences ES	School
CARTER	William W Carter Elementary School	School
CASALS	Pablo Casals Elementary School	School
CHALMERS	Thomas Chalmers Specialty Elementary School	School
CHICAGO ACADEMY ES	Chicago Academy Elementary School	School
CURTIS	George W Curtis Elementary School	School
DENEEN	Charles S Deneen Elementary School	School
DEWEY	Dewey Elementary Academy of Fine Arts	School
DODGE	Mary Mapes Dodge Elementary Renaissance Academy	School
DULLES	John Foster Dulles Elementary School	School
DVORAK	Dvorak Technology Academy	School
FULLER	Melville W Fuller Elementary School	School
GRESHAM	Walter Q Gresham Elementary School	School
HARVARD	John Harvard Elementary School of Excellence	School
HERZL	Theodore Herzl Elementary School	School
HOWE	Julia Ward Howe Elementary School of Excellence	School
JOHNSON	James Weldon Johnson Elementary School	School

At the bottom right of the window, there is a "Close" button.

**Step 6:** Once you have found the school/organization you would like to add, click on the right button that will either say 'Select this school' or 'Select this Organization'.

Short Name: FAMILY & Type: -- Show All --

Showing 1 record(s).

Short Name	School/Organization Name	Type
Family & Community Engagement (Volunteer Program)	Family & Community Engagement (Volunteer Program)	School <span>Select this school</span>

Close

**Step 7:** Click on the dropdown and select whether you are volunteering as a Level 1 or Level 2. If you would like to know the difference between a Level 1 or Level 2 volunteer, [Click Here](#)

\* School/Organization: Family & Community Engagement (Volunteer Program) [Remove] [Select]

Volunteer Type [Click here to see explanations.](#): Level I

School Year: 2022-2023

[Submit] [Cancel]

**Step 8:** Click 'Submit'

\* School/Organization: Family & Community Engagement (Volunteer Program) [Remove] [Select]

Volunteer Type [Click here to see explanations.](#): Level I

School Year: 2022-2023

[Submit] [Cancel]

**Step 9:** You should see that your school/organization has been added. Click on the 'Close' button to finish the process. You have successfully added a new school/organization

**References**

<b>Reference 1 Name</b> <input style="width: 95%;" type="text"/>	<b>Reference 1 Phone</b> <input style="width: 95%;" type="text" value="### ### #####"/>
<b>Reference 2 Name</b> <input style="width: 95%;" type="text"/>	<b>Reference 2 Phone</b> <input style="width: 95%;" type="text" value="### ### #####"/>

Submit Cancel

Showing 2 record(s). + Add School To Application

School/Organization	Volunteer Type	School Year	
LANE TECH HS	Level I	2022-2023	<a href="#">Q view</a>
Family & Community Engagement (Volunteer Program)	Level I	2022-2023	<a href="#">Q view</a>

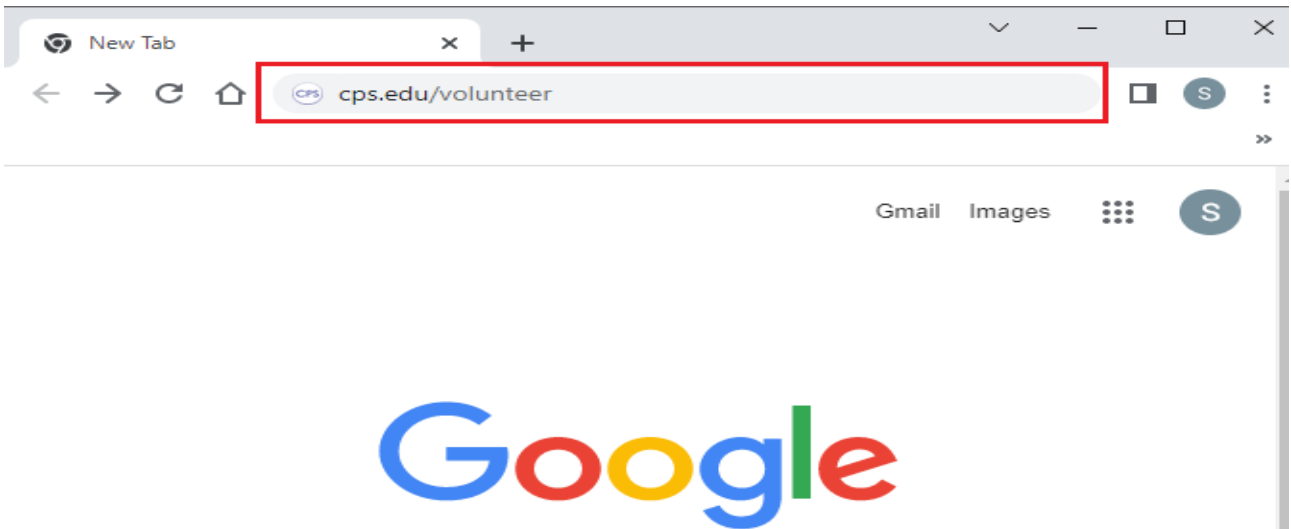
➔ Close

[\\*Click Here to return to table of contents\\*](#)

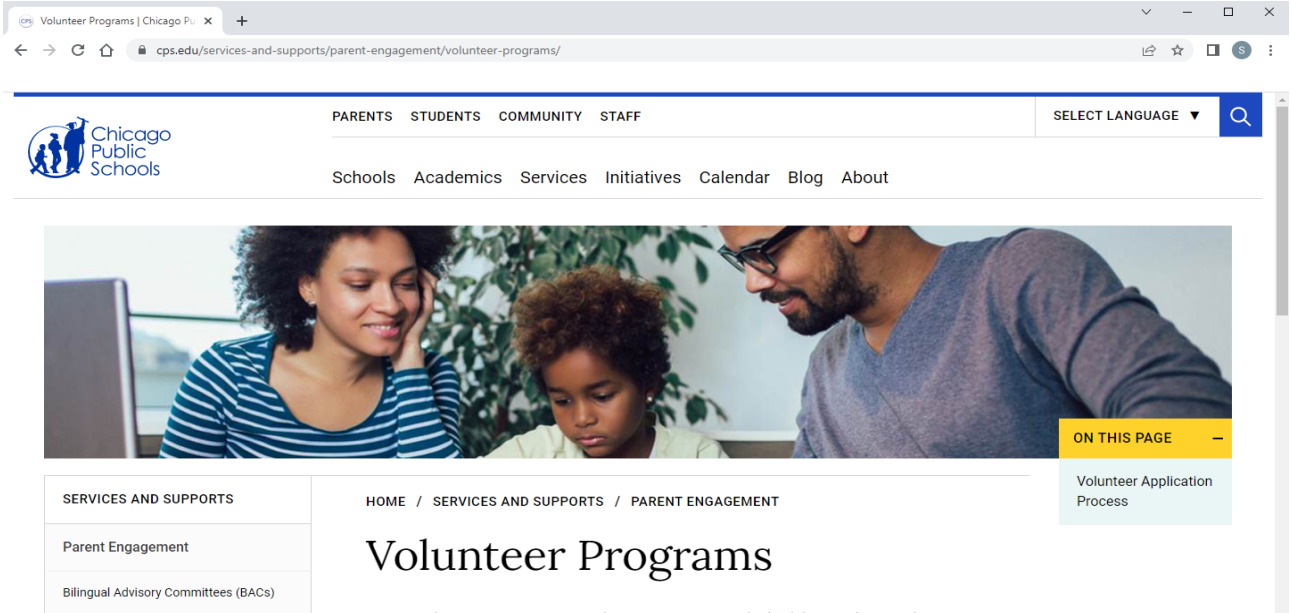
[\\*Click Here for Clock IN/OUT instructions\\*](#)

## How to Clock in/out

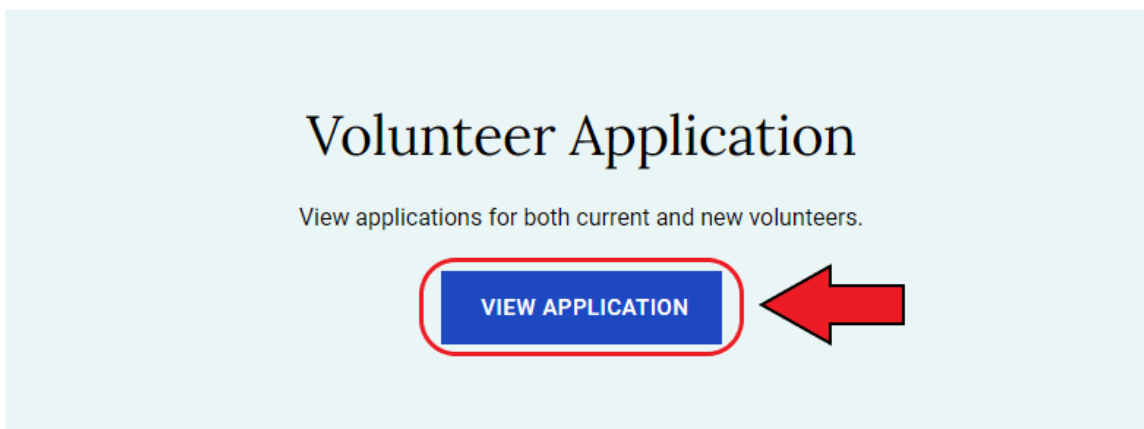
**Step 1:** Visit cps.edu/volunteer.



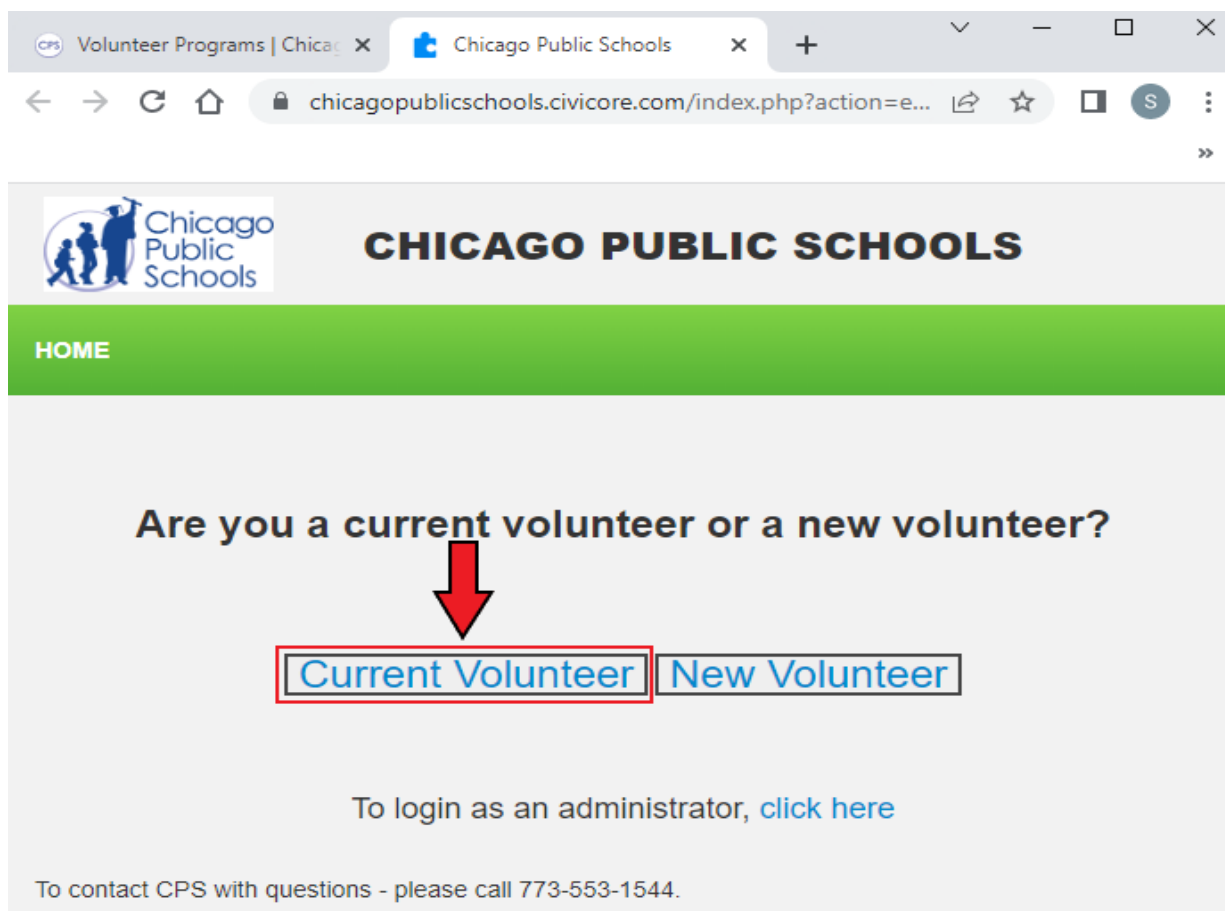
**Step 2:** Volunteer Website



**Step 3:** Scroll to the bottom and click the 'View Application' button.



**Step 4:** Click 'Current Volunteer'.



**Step 5:** Enter your email address and password

Volunteer Login

Email address

Password

Reset Password

Login

**Step 6:** Click on 'CLOCK IN/OUT (HOURS).'

Chicago Public Schools

CHICAGO PUBLIC SCHOOLS

Samayra Toribio Logout

HOME MY INFORMATION CURRENT SCHOOLS APPLICATIONS **CLOCK IN/OUT (HOURS)** RESOURCES

**Step 7:** If you are clocking in to volunteer, click on the 'Clock In' button.

Schools

HOME MY INFORMATION CURRENT SCHOOLS APPLICATIONS **CLOCK IN/OUT (HOURS)** RESOURCES


**Clock In**

Volunteer Hours

School	Date	Time In	Time Out
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**Step 8:** Click on 'Search' to search for the school/organization.

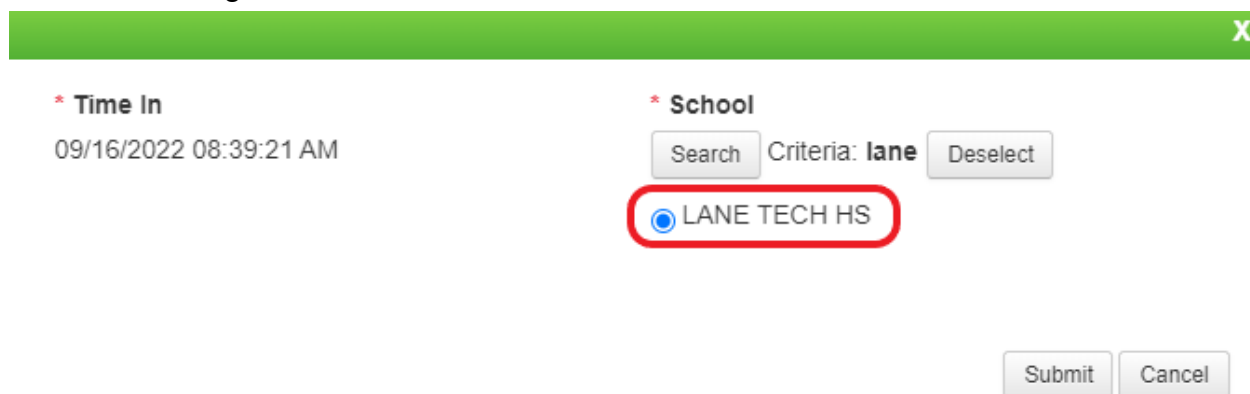


\* Time In  
09/16/2022 08:39:21 AM

\* School  
Search

Submit Cancel

**Step 9:** Type the name of the school/organization that you will volunteer for. Then click on the circle to select the school/organization.



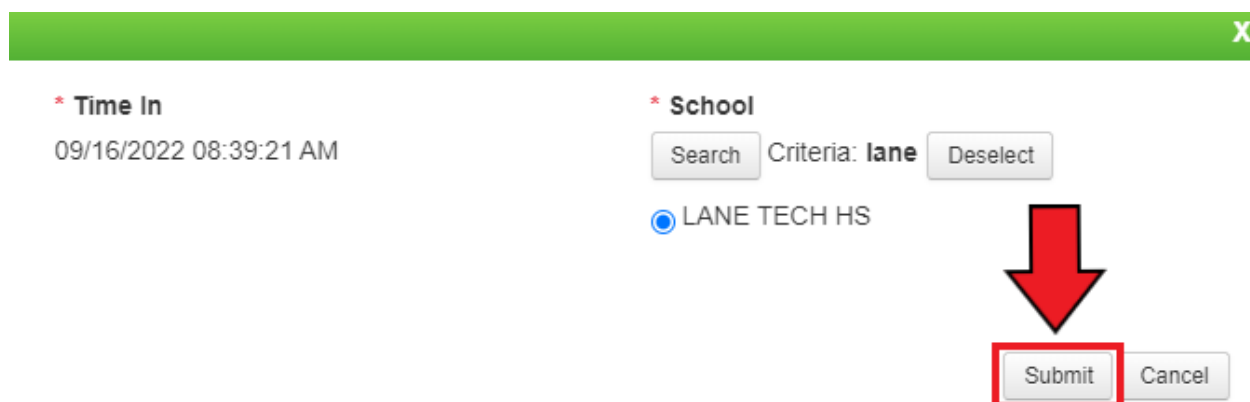
\* Time In  
09/16/2022 08:39:21 AM

\* School  
Search Criteria: lane Deselect

LANE TECH HS

Submit Cancel

**Step 10:** Click 'Submit'



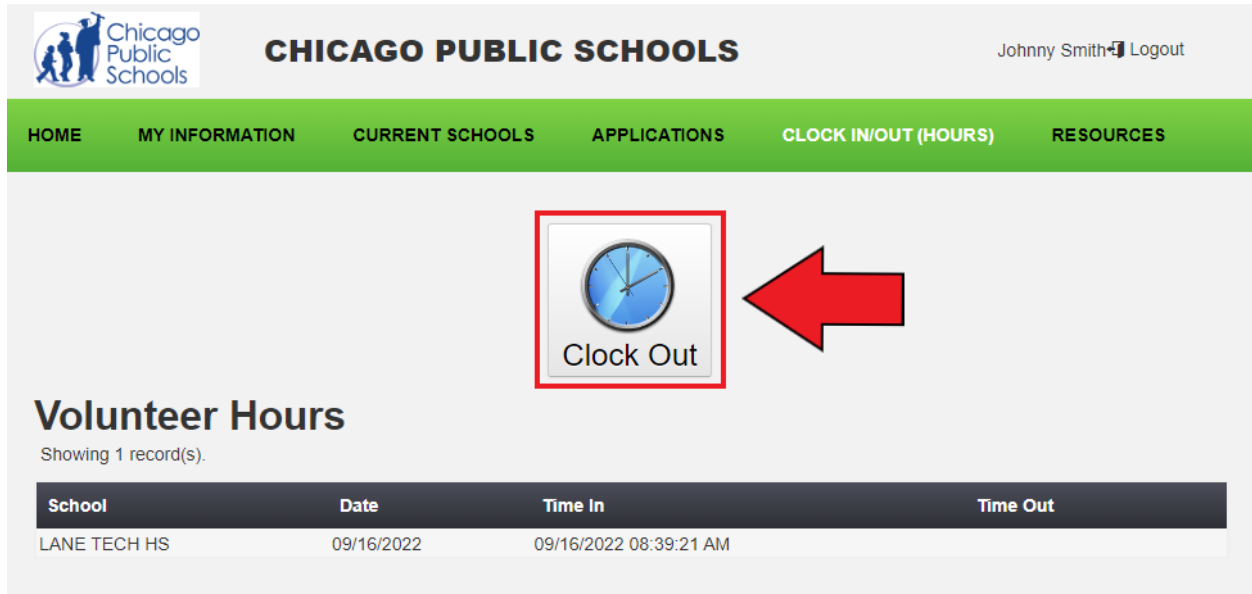
\* Time In  
09/16/2022 08:39:21 AM

\* School  
Search Criteria: lane Deselect

LANE TECH HS

Submit Cancel

**Step 11:** After volunteering, click on the 'Clock Out' button.



Chicago Public Schools

CHICAGO PUBLIC SCHOOLS

Johnny Smith Logout

HOME MY INFORMATION CURRENT SCHOOLS APPLICATIONS **CLOCK IN/OUT (HOURS)** RESOURCES

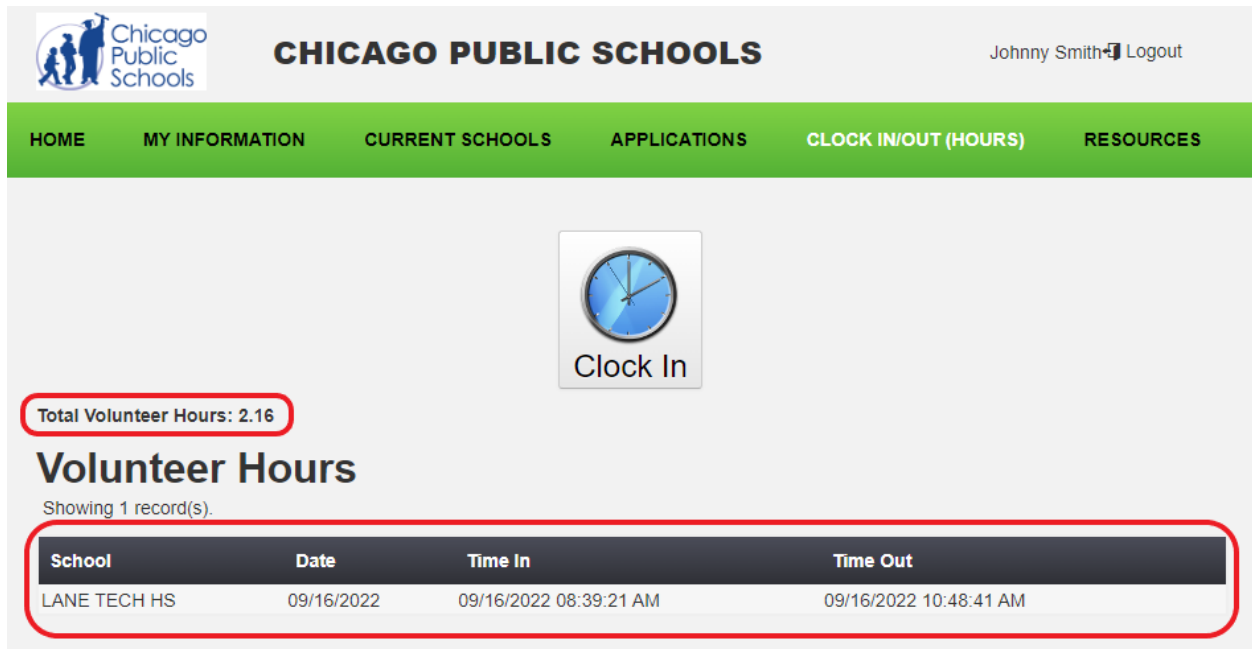
**Clock Out**

## Volunteer Hours

Showing 1 record(s).

School	Date	Time In	Time Out
LANE TECH HS	09/16/2022	09/16/2022 08:39:21 AM	

**Step 12:** You have successfully clocked out.



Chicago Public Schools

CHICAGO PUBLIC SCHOOLS

Johnny Smith Logout

HOME MY INFORMATION CURRENT SCHOOLS APPLICATIONS **CLOCK IN/OUT (HOURS)** RESOURCES

**Clock In**

Total Volunteer Hours: 2.16

## Volunteer Hours

Showing 1 record(s).

School	Date	Time In	Time Out
LANE TECH HS	09/16/2022	09/16/2022 08:39:21 AM	09/16/2022 10:48:41 AM

[\\*Click Here to return to table of contents\\*](#)