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Volunteer Programs

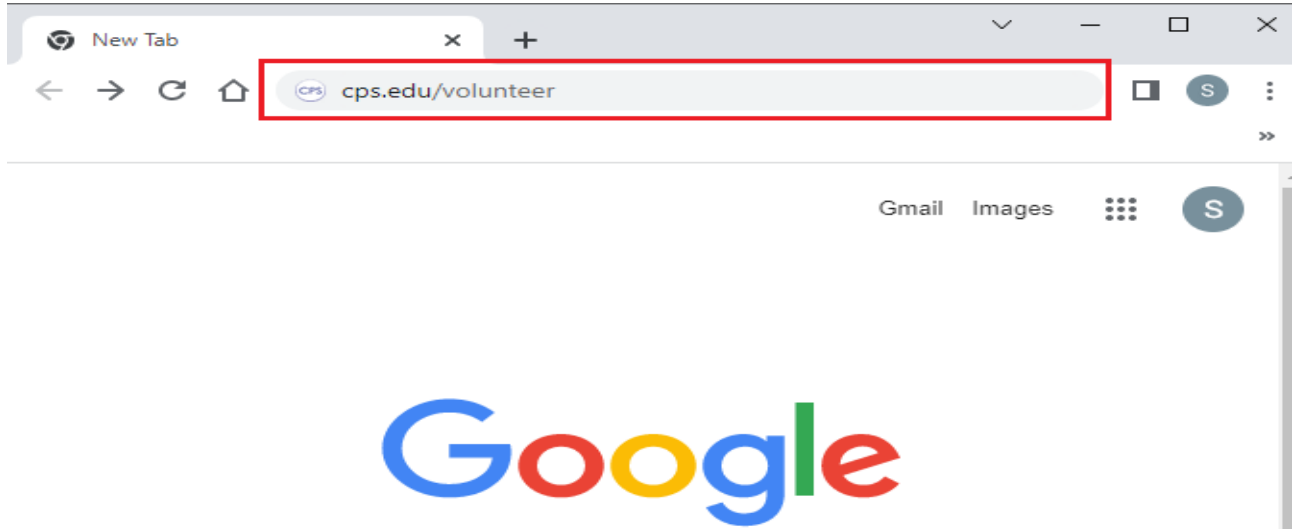Chicago Public Schools | Family and Community Engagement

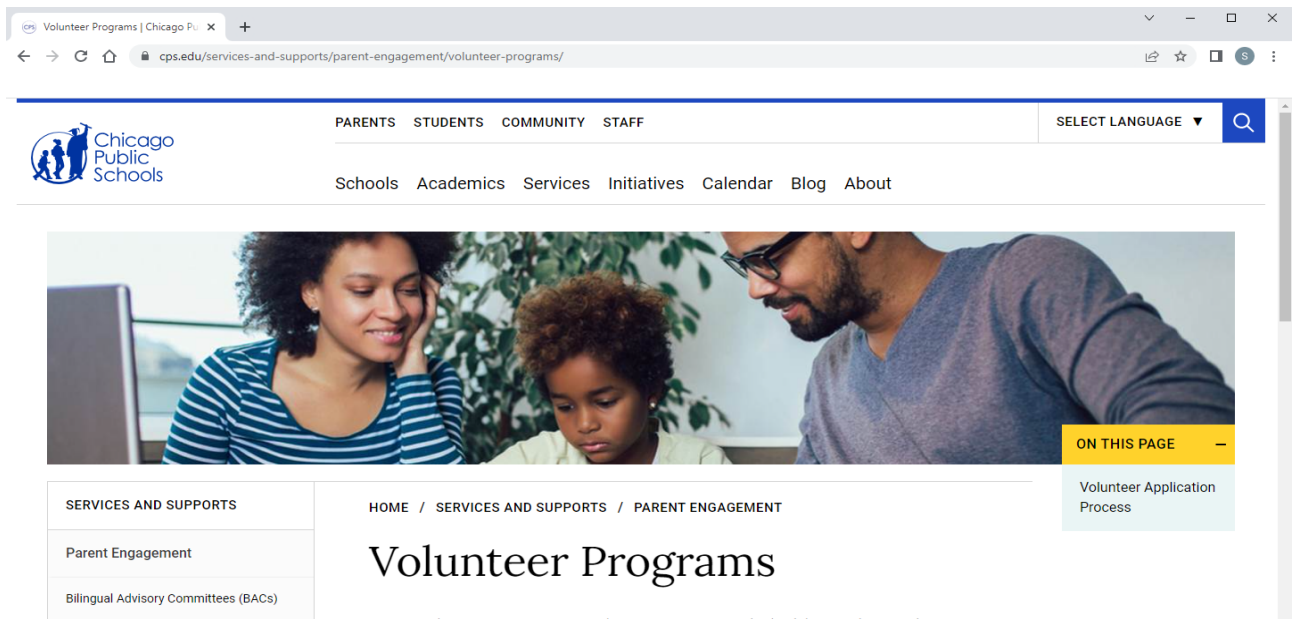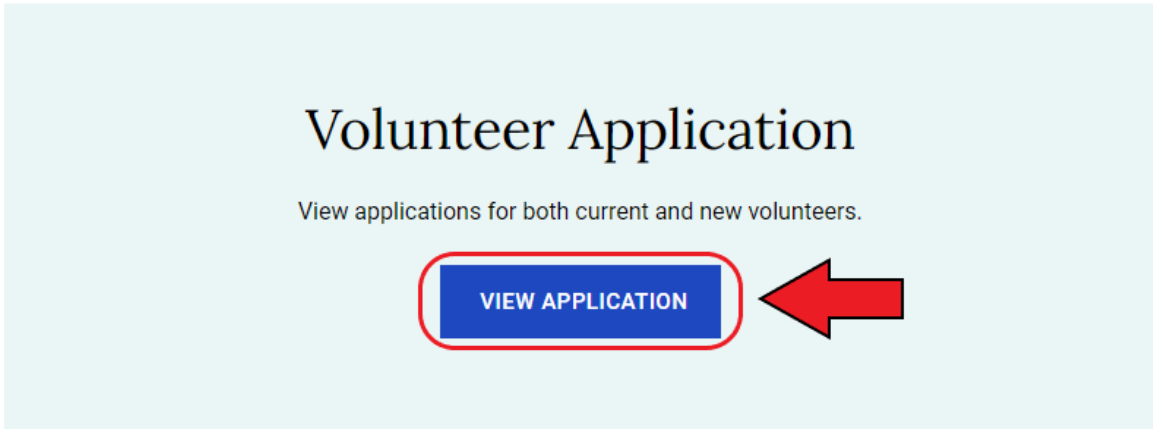# Volunteer Application Guide

Table of Contents

New Volunteers - How apply

Step 1: Visit 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**.

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

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

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.

Final step: 'Submit Application' button.

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.'
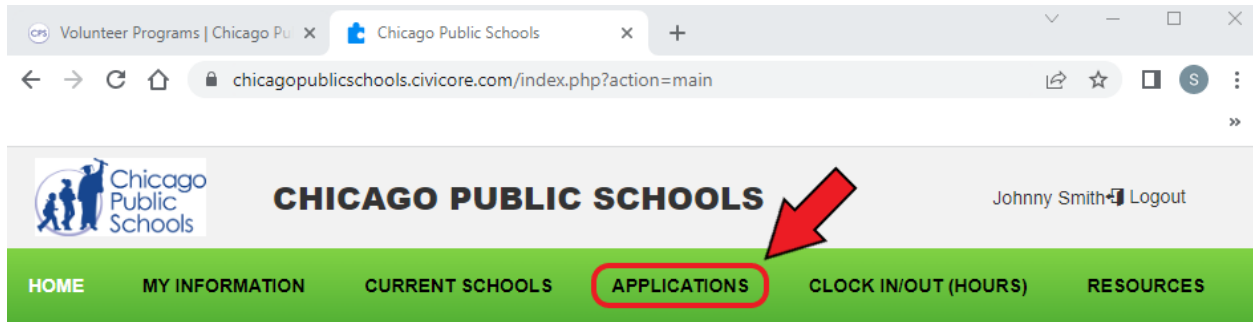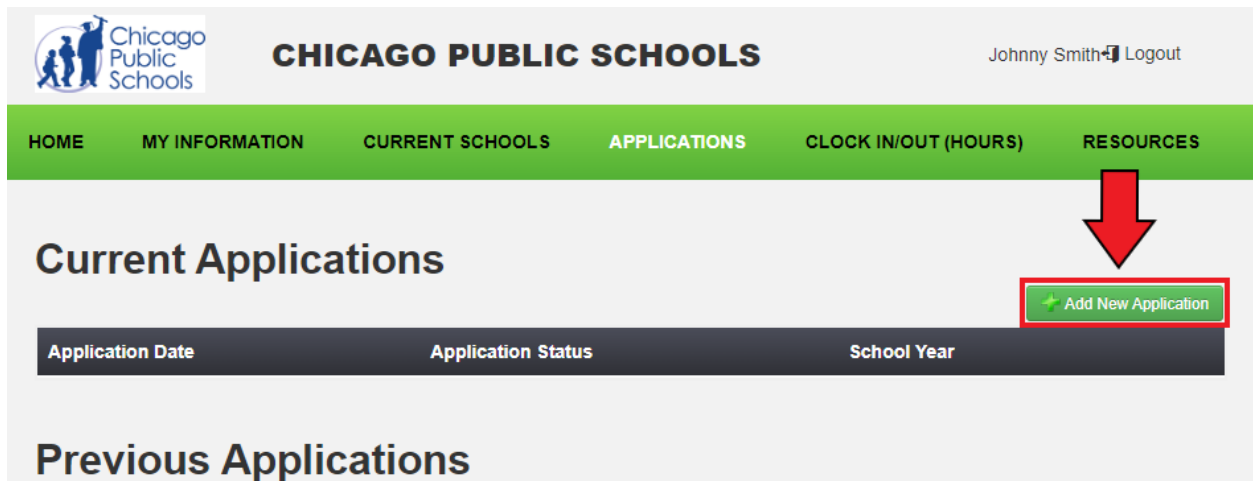

Step 2: If you do not have any current applications, click 'Add new Application'.
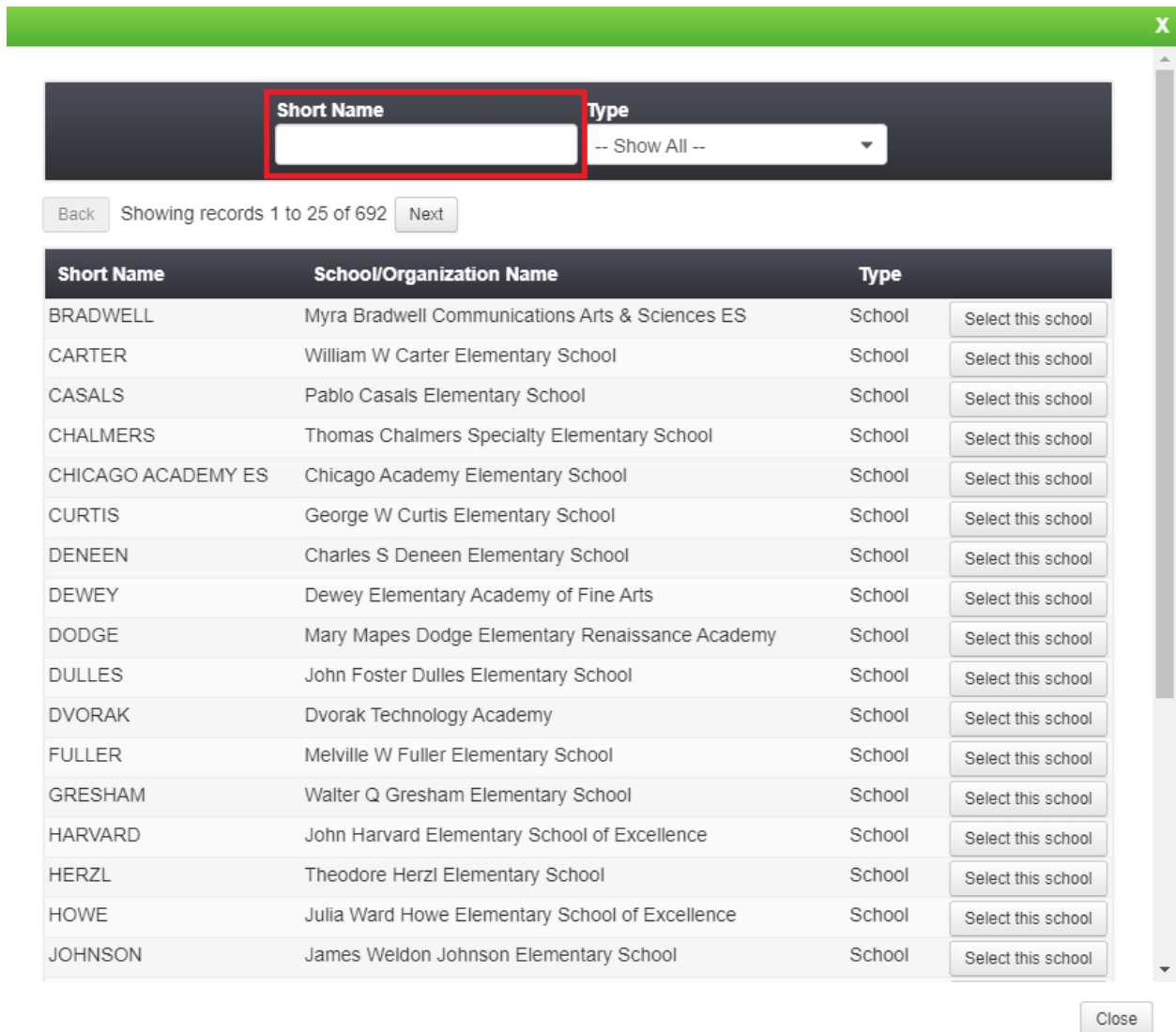

Step 3: Please check that the required fields are correct and up to date. To add a new School/Organization, scroll down to the 'School(s)/Organization(s) to Volunteer' section. Click on the 'Select' button

Step 4: Please select your School/Organization by using the Short Name search field
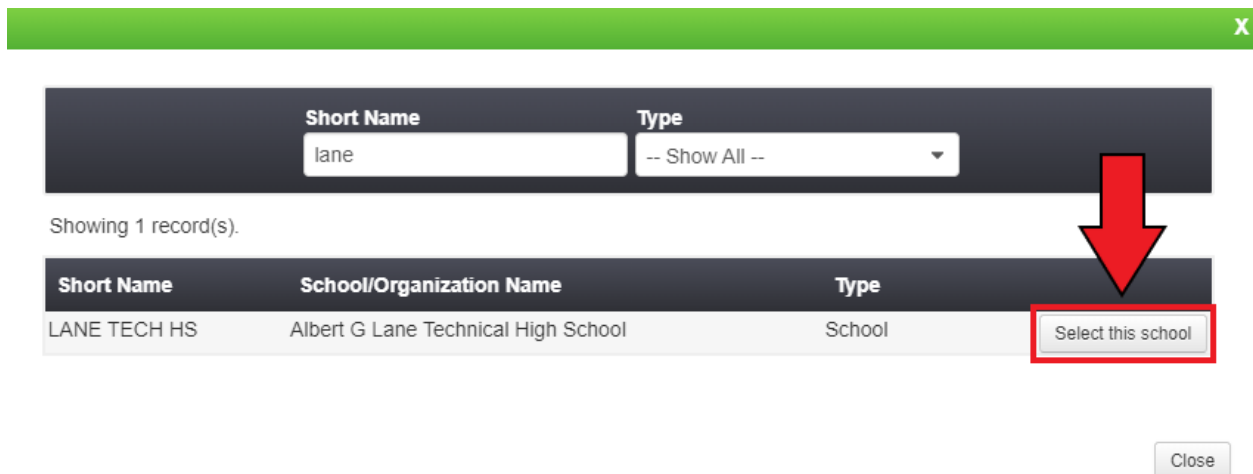
Short Name	School/Organization Name	Type	
	Short Name:	Type: -- Show All --	
	Back Showing records 1 to 25 of 692 Next		
BRADWELL	Myra Bradwell Communications Arts & Sciences ES	School	Select this school
CARTER	William W Carter Elementary School	School	Select this school
CASALS	Pablo Casals Elementary 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	School/Organization Name	Type	
	Short Name: lane	Type: -- Show All --	
	Showing 1 record(s).		
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'
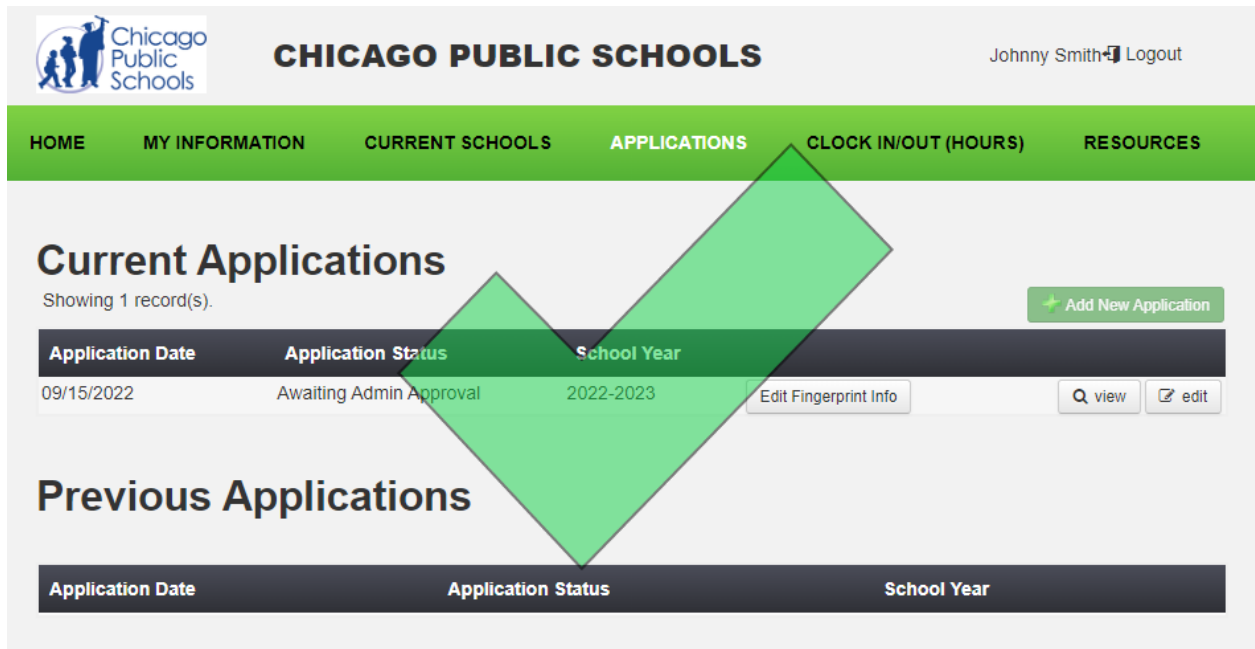
Step 11: Note: You should only have **ONE** application for the current school year. If you would like to add another school in the future, follow the steps below.

Returning Volunteers - How to Reapply

Step 1: Visit cps.edu/volunteer
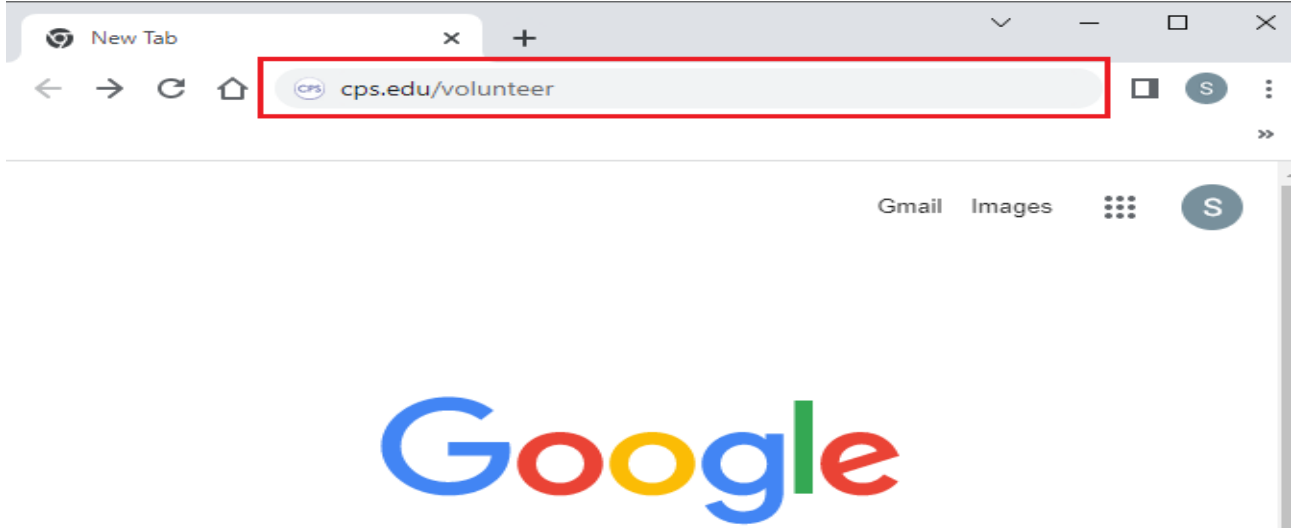
Step 2: Volunteer Website
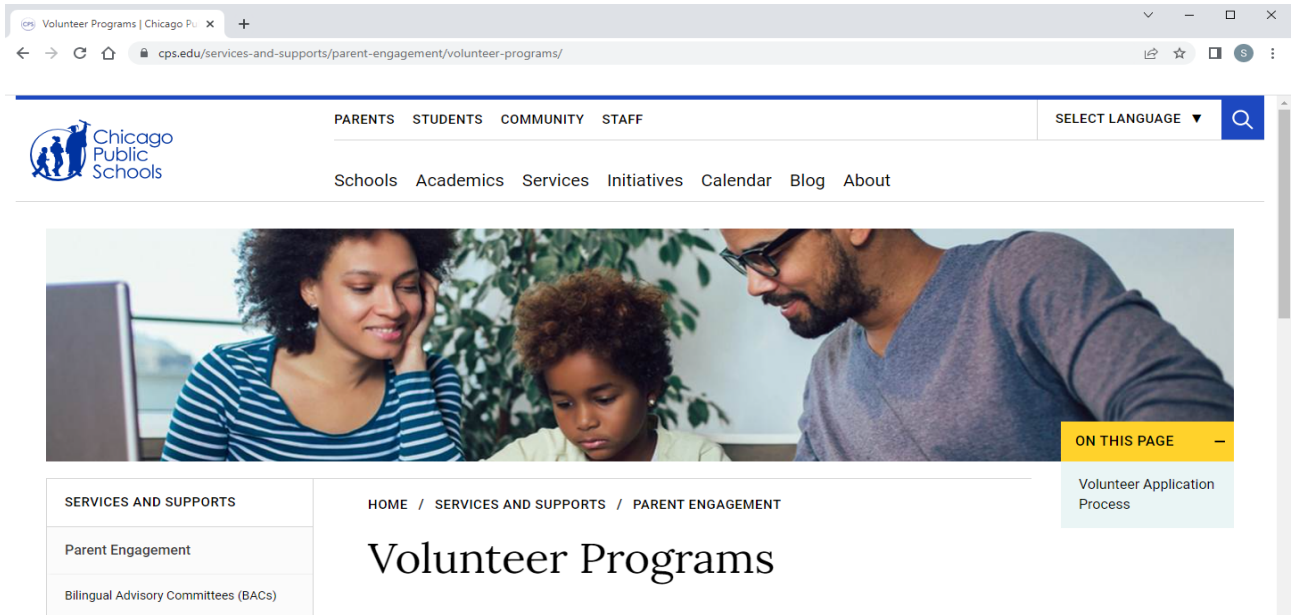
Step 3: Click "View Application'
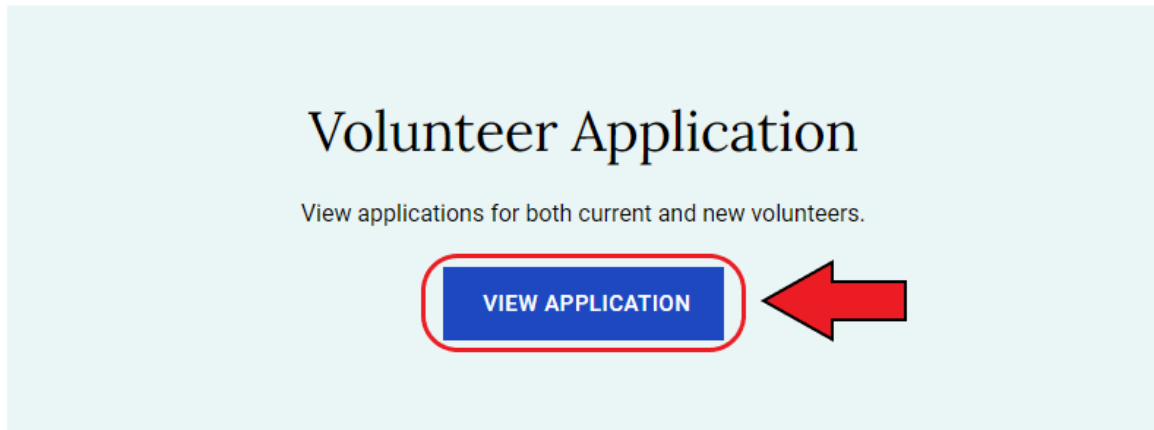
Step 4: Click 'Current Volunteer'.
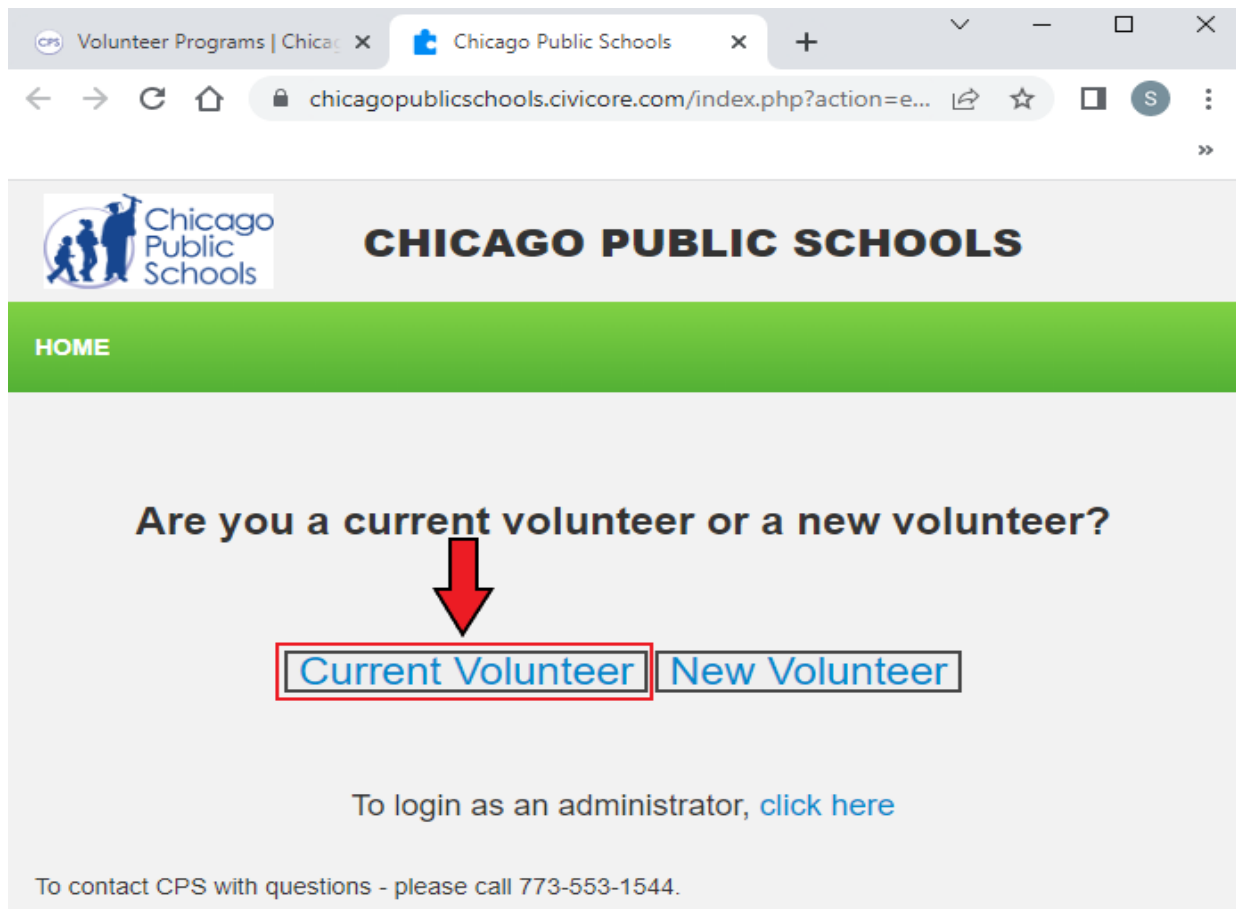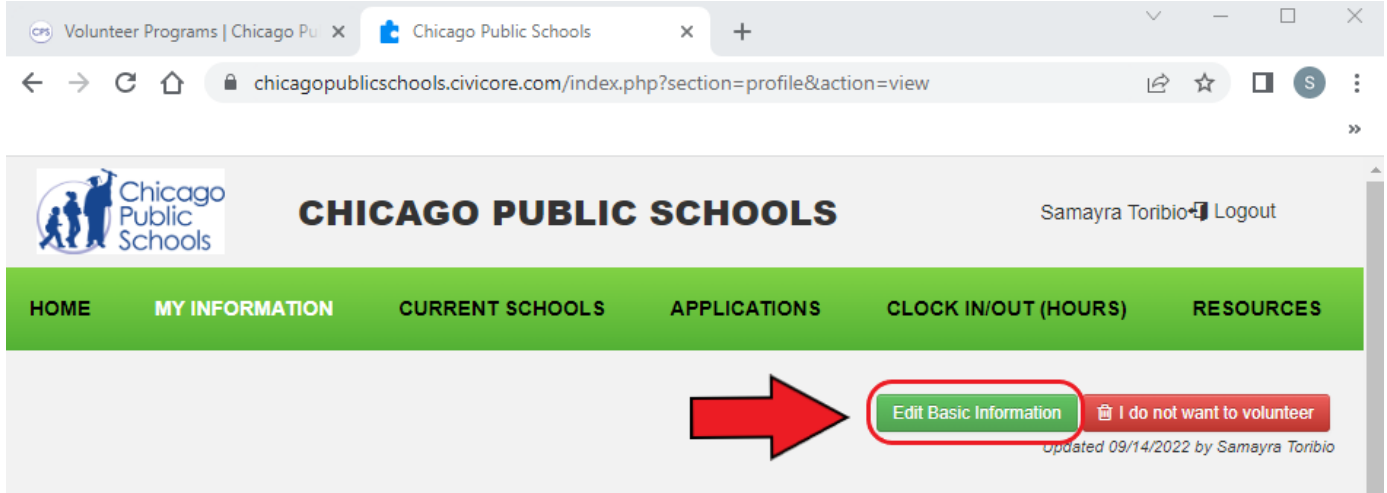
Step 5: Enter your email address and password
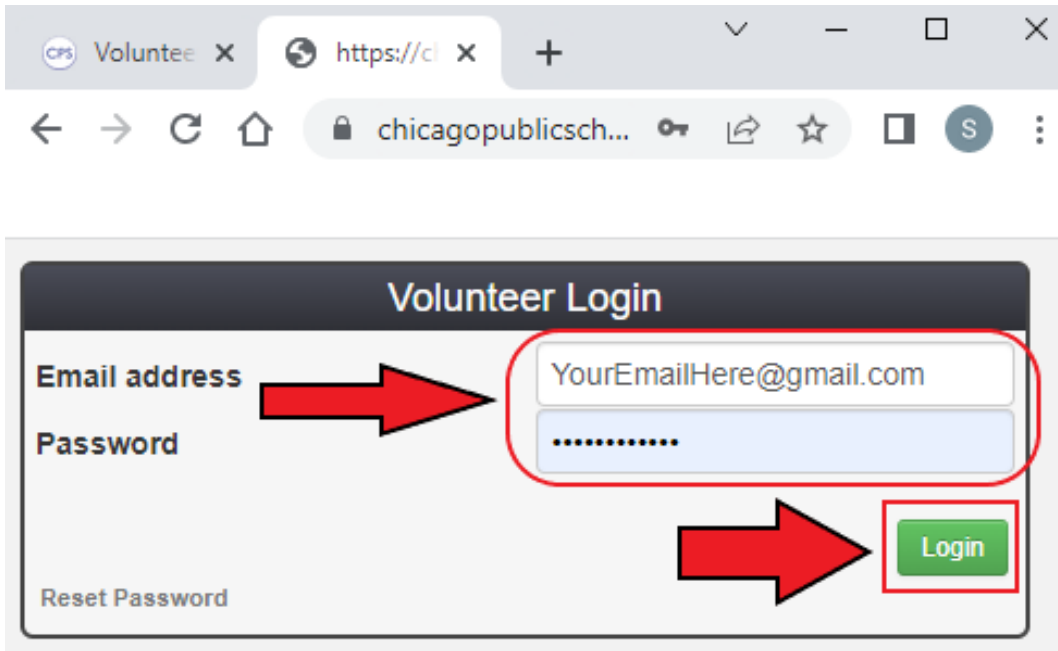
If you have forgotten your password, click on 'Reset Password'. An email will be sent to you to reset your password.

Step 6: Click on 'My Information.'
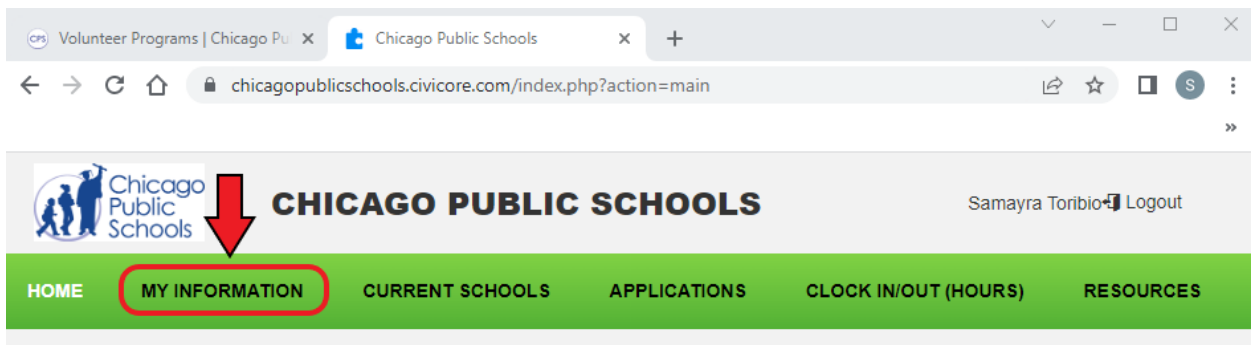
Step 7: To volunteer, click 'Edit Basic Information'. If you wish not to volunteer, click on the 'I do not want to volunteer' button. This will make your application inactive.

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**.

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

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

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

Step 12: Click on 'CURRENT SCHOOLS'.
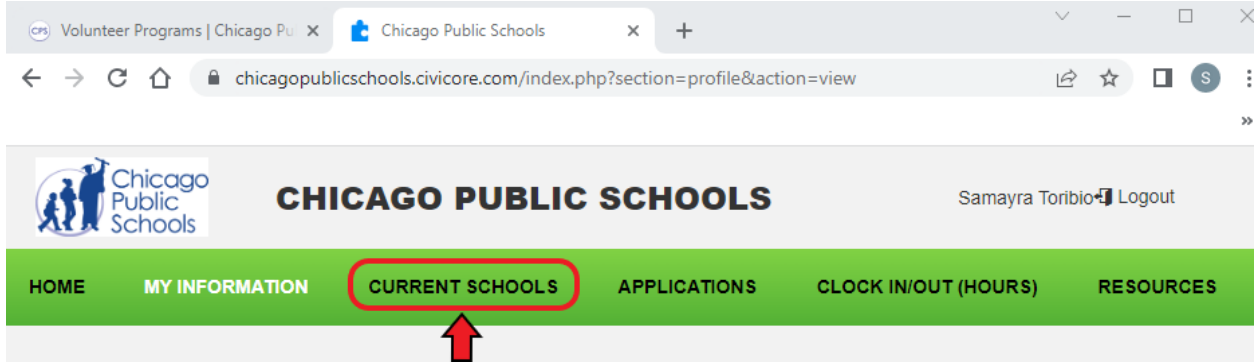
Step 13: Here, you can check your Schools/Organizations and volunteer level. If the level is incorrect, please contact the school to change your level. If you want to remove a school from your application, please contact us at Volunteer Programs at 773-553-1544.
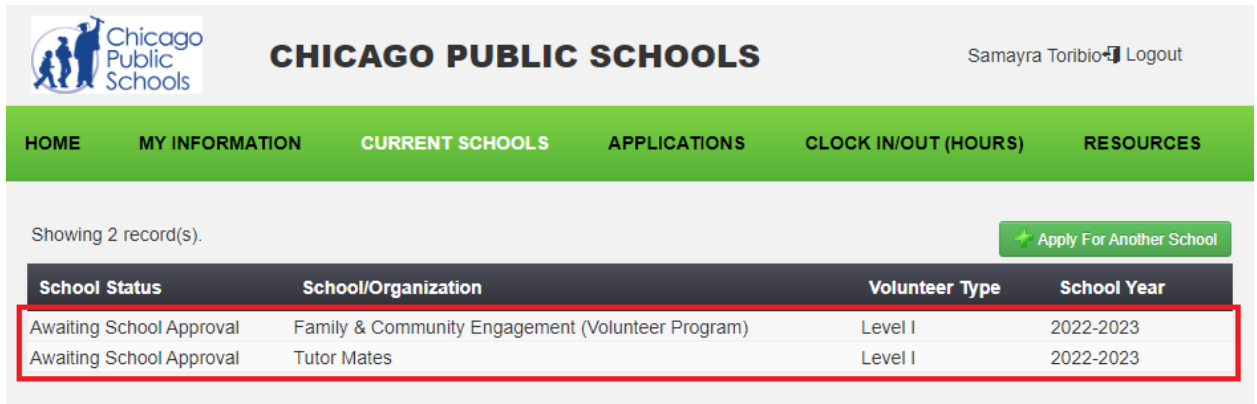
Click Here to return to table of contents

Click here to add an additional schools

Adding Additional Schools

Step 1: Click on 'APPLICATIONS'.
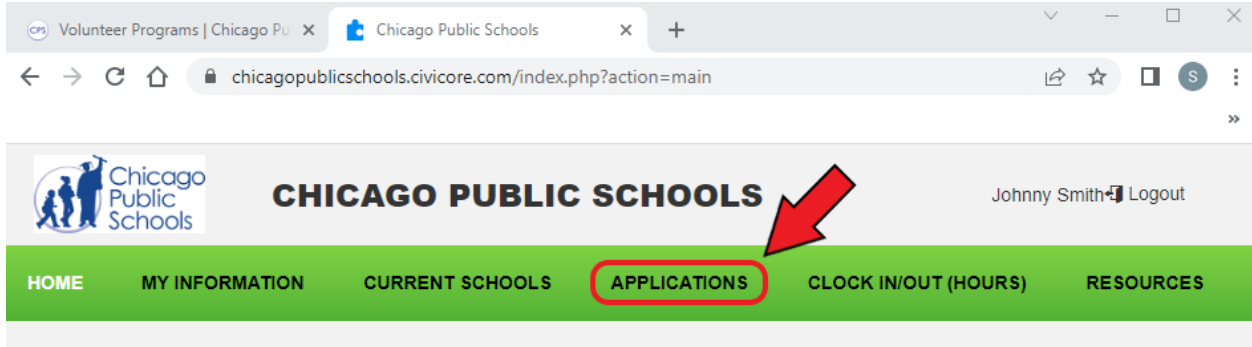
Step 2: On your application, click 'edit'.
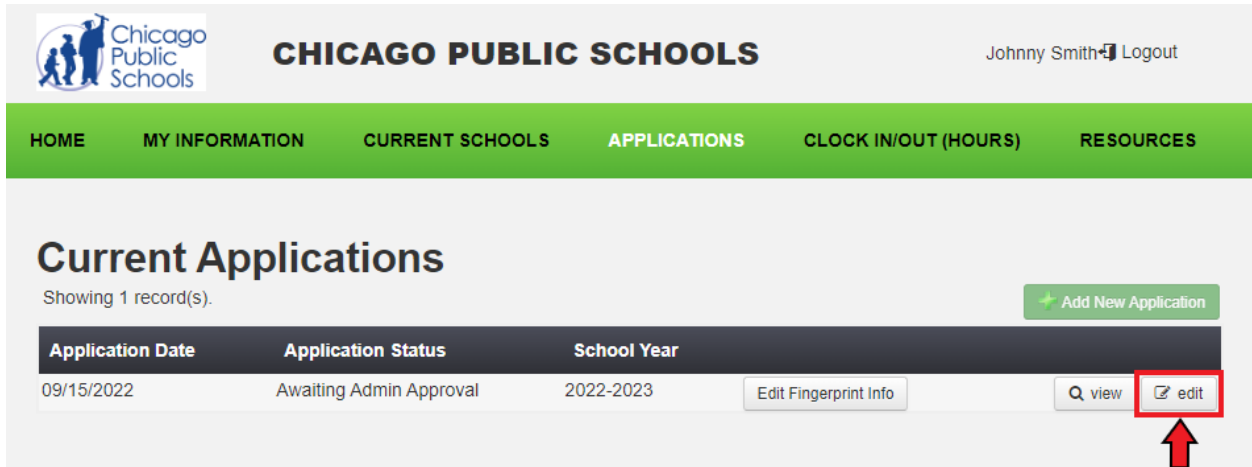
Step 3: To add a new school/organization, click 'Add School To Application'.
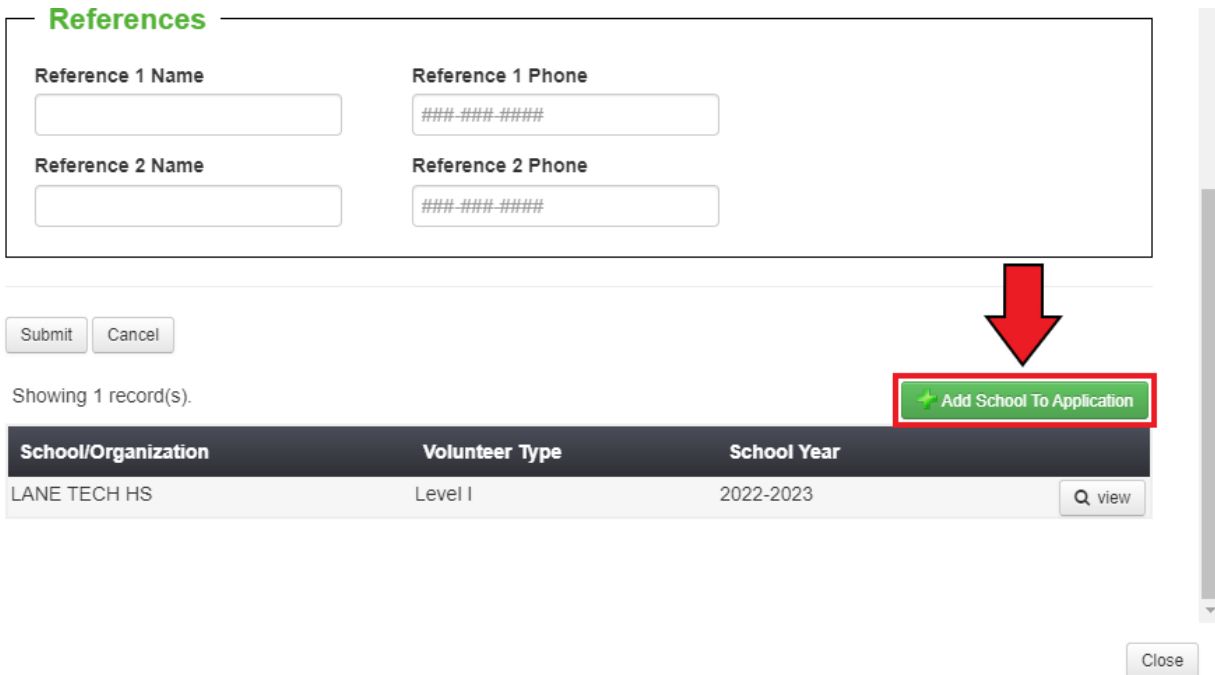
Step 4:. A window will pop up. In this window, Click on the 'Select' button

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

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'.

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

Step 8: Click 'Submit'

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
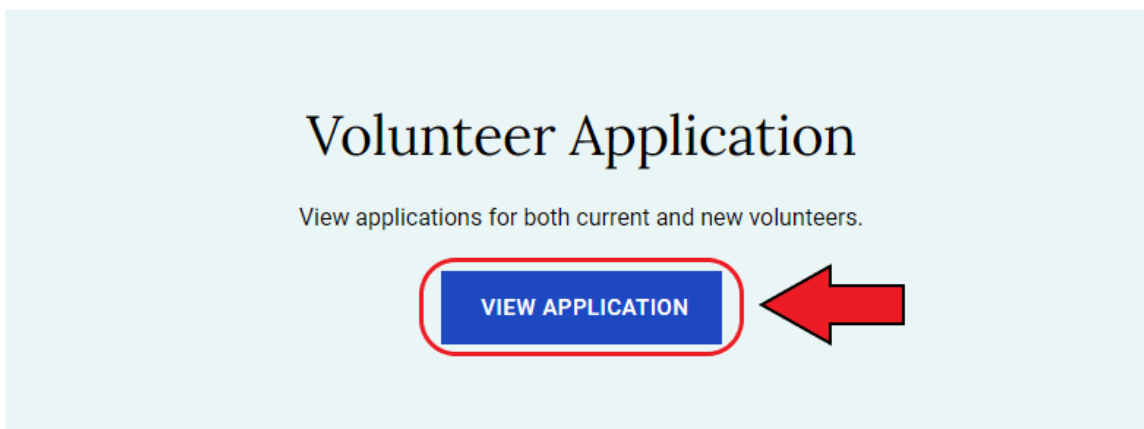
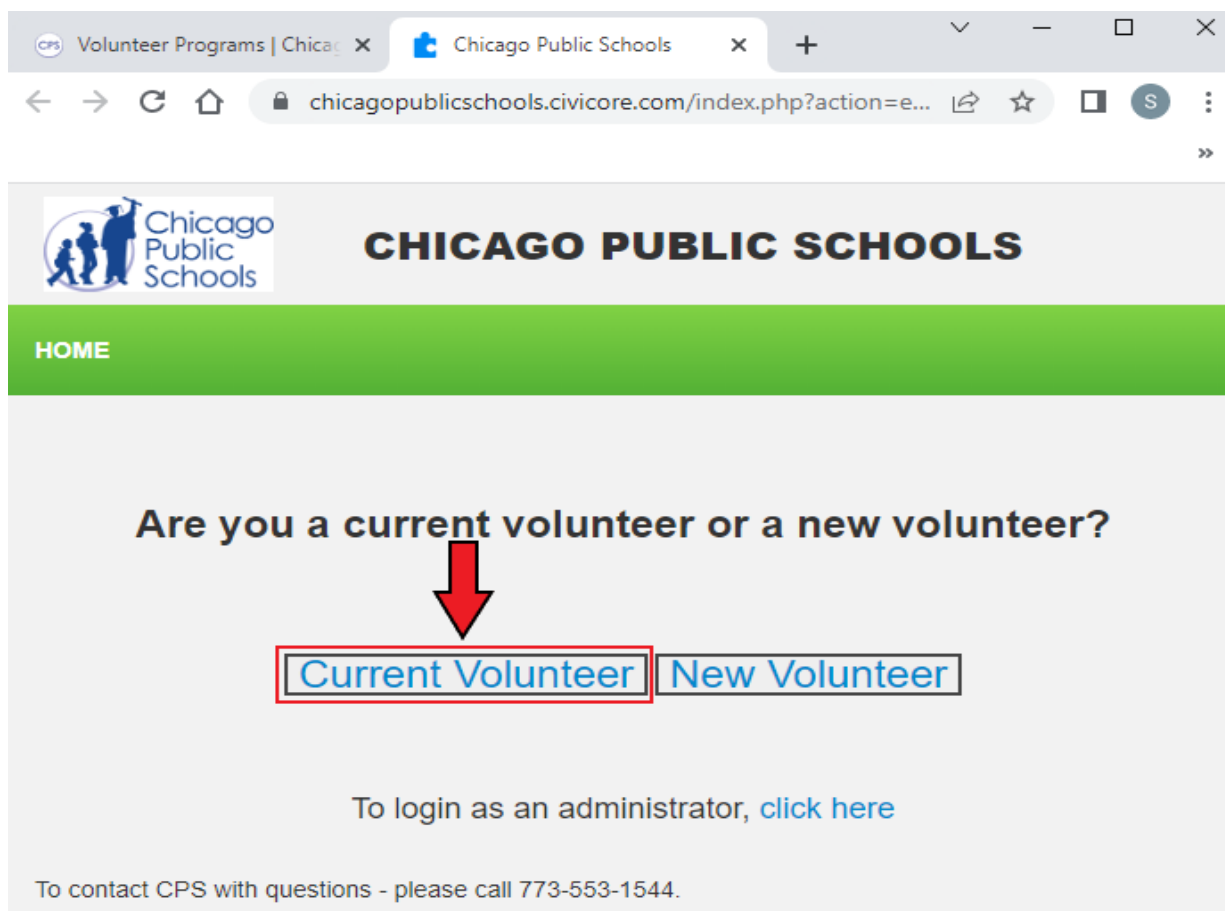# How to Clock in/out

Step 1: Visit cps.edu/volunteer.
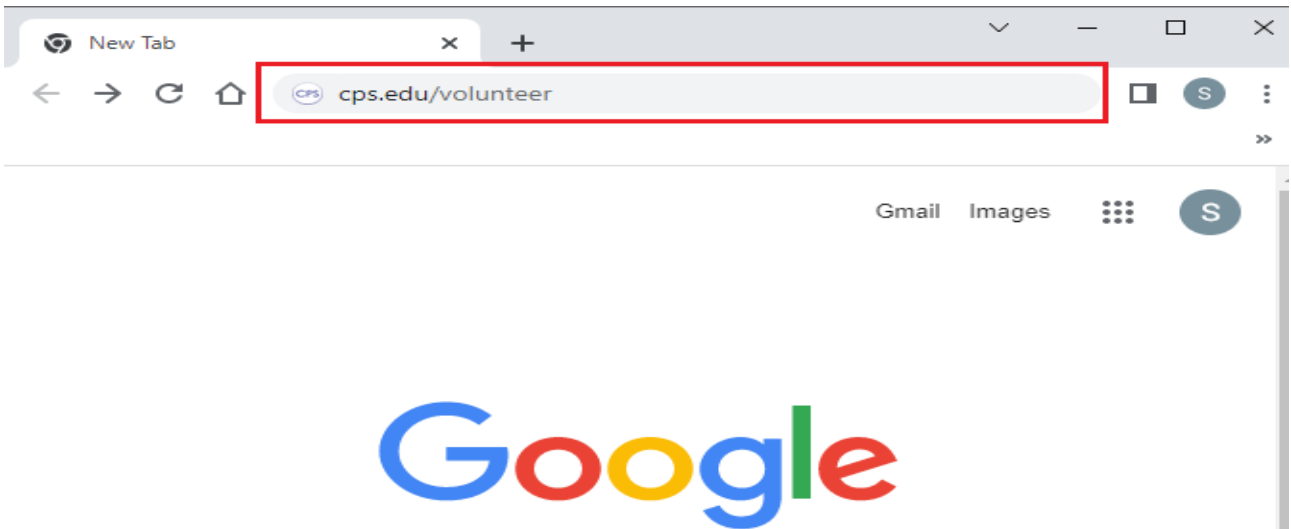
Step 2: Volunteer Website
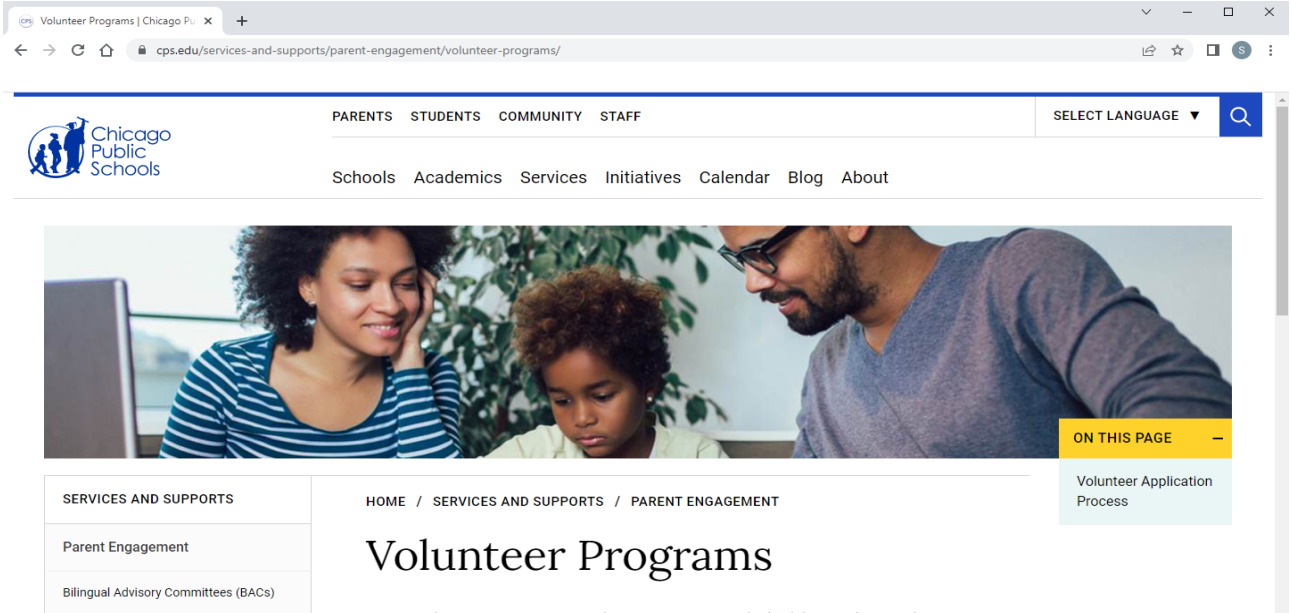
Step 3: Scroll to the bottom and click the' View Application' button.

Step 4: Click 'Current Volunteer'.

Step 5: Enter your email address and password

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

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

Step 8: Click on 'Search' to search for the school/organization.
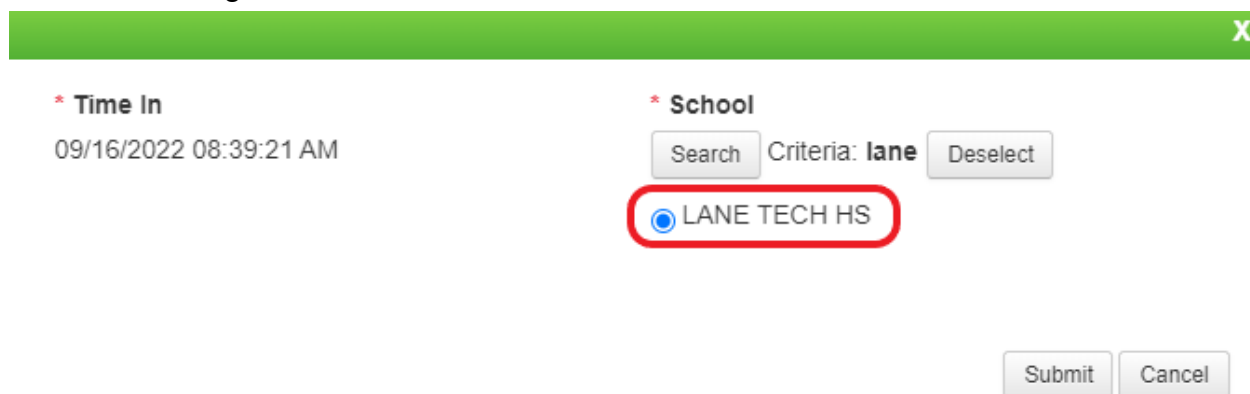
Step 9: Type the name of the school/organization that you will volunteer for. Then click on the circle to select the school/organization.
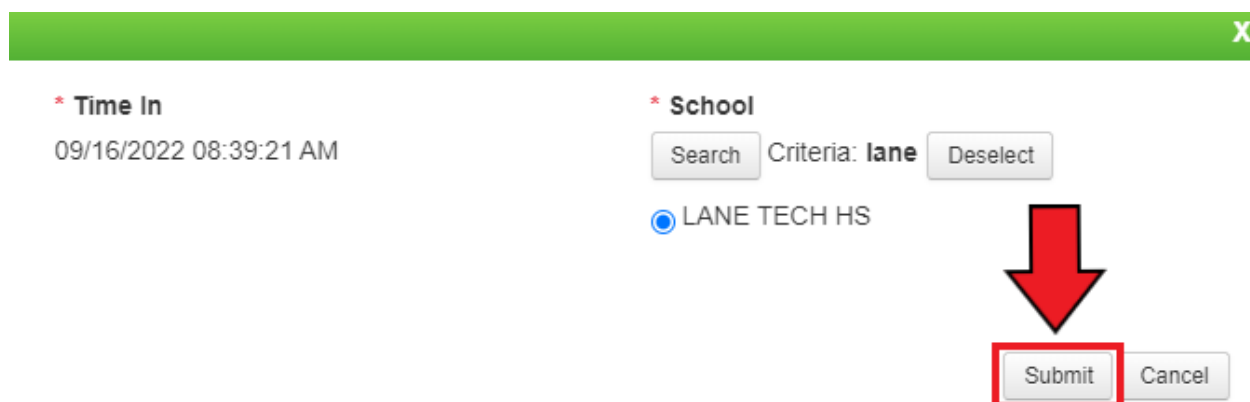

Step 10: Click 'Submit'
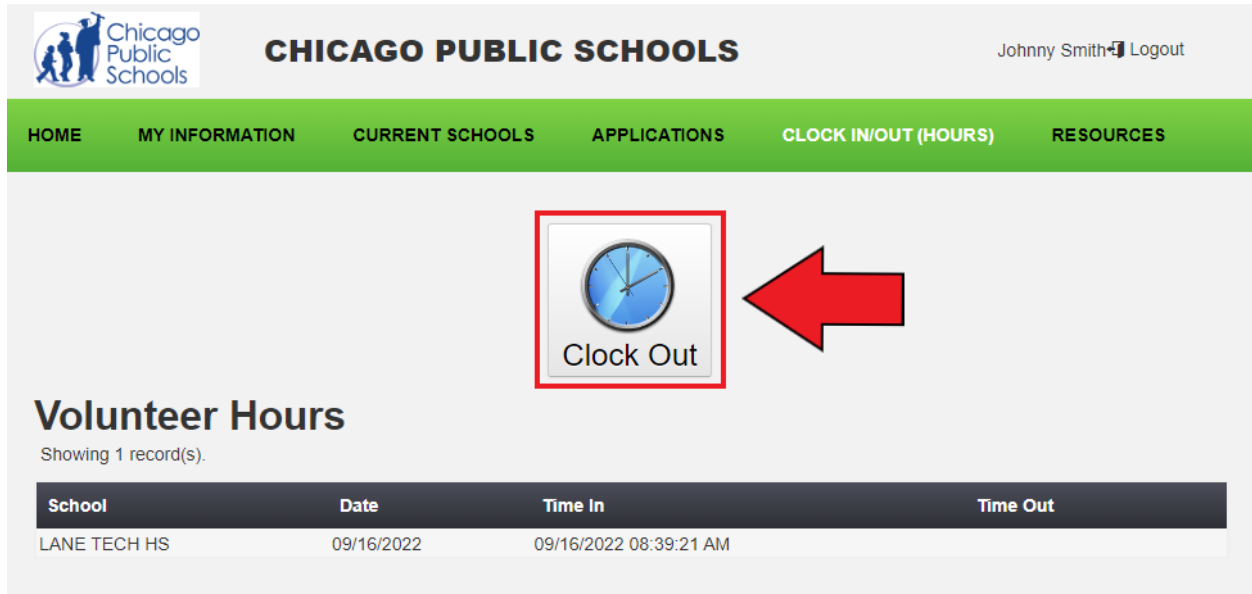
Step 11: After volunteering, click on the 'Clock Out' button.
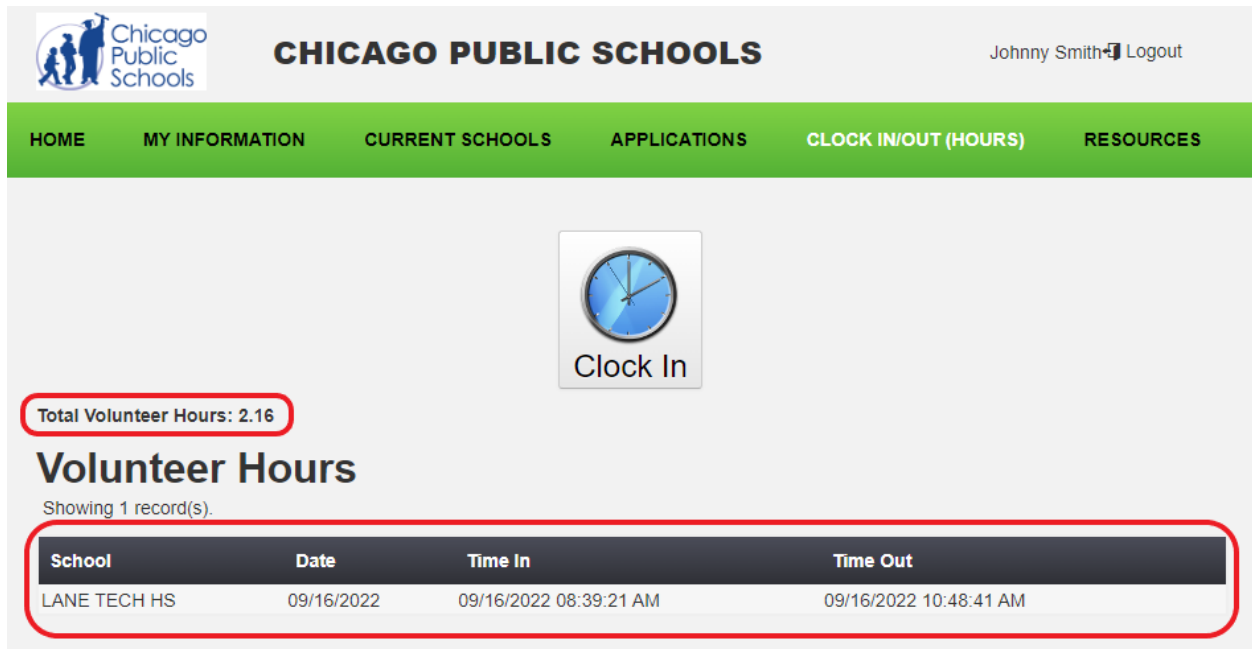
Step 12: You have successfully clocked out.

Click Here to return to table of contents