



Volunteer Programs



Chicago
Public
Schools

Family and Community
Engagement

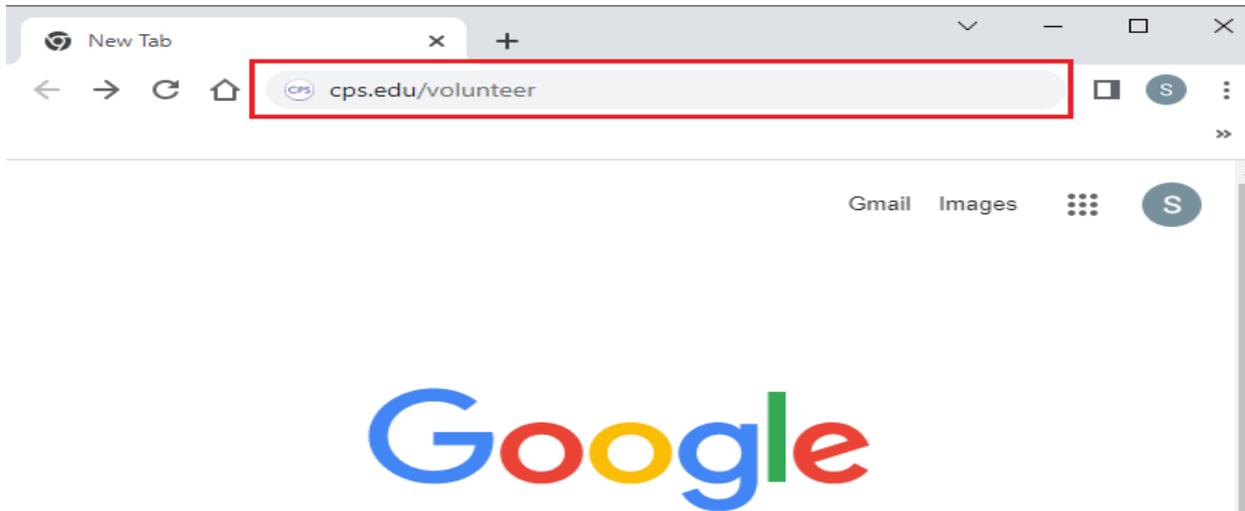
Guía de Solicitud de Voluntariado

Tabla de contenido

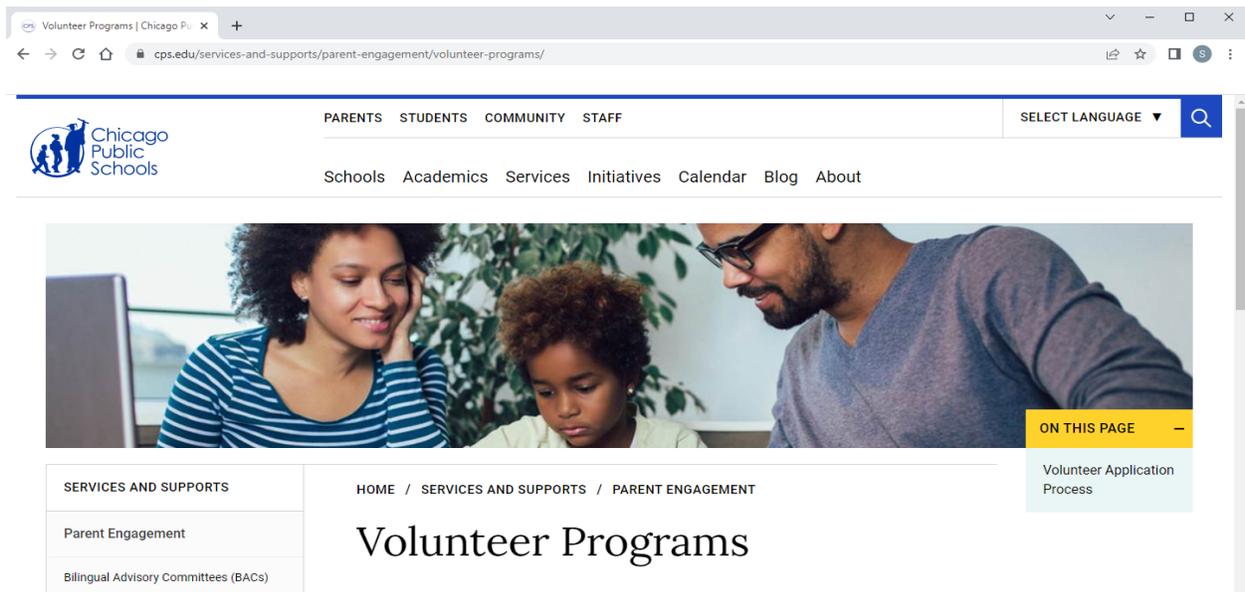
<u>Nuevos Voluntarios</u>	Page 2
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Nuevos voluntarios - Como comenzar el proceso

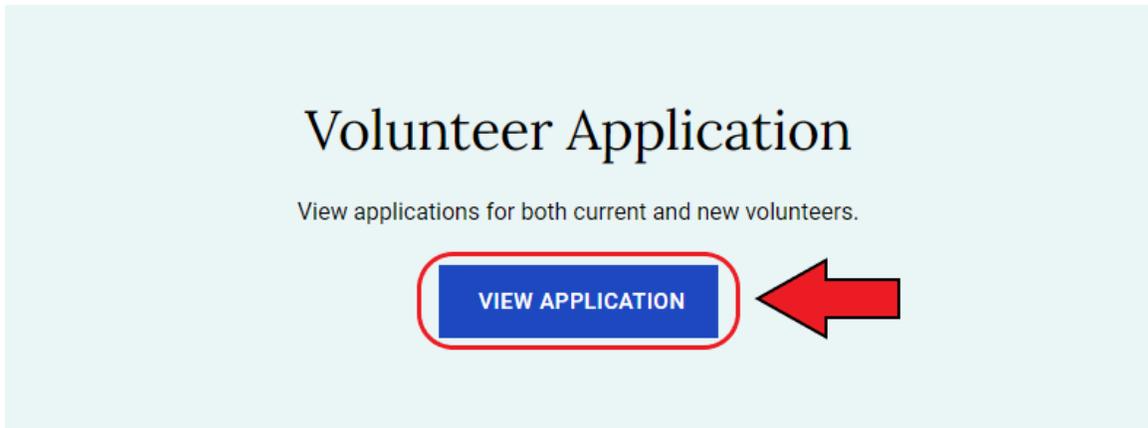
Paso 1: Visite cps.edu/volunteer.



Paso 2: sitio web voluntario



Paso 3: desplácese hasta la parte inferior y haga clic en el botón "Ver aplicación".



Paso 4: Haga clic en 'New Volunteer'.



Paso 5: Complete los campos obligatorios en la sección Información básica. Para eliminar retrasos o problemas con el proceso de voluntariado, asegúrese de escribir su **Nombre legal y Apellido legal**.

Basic Information

Primary Household Contact

<p>* Legal First Name</p> <input style="width: 90%;" type="text" value="Johnny"/>	<p>* Legal Last Name</p> <input style="width: 90%;" type="text" value="Smith"/>	<p>Middle Name</p> <input style="width: 90%;" type="text"/>
<p>Preferred Name/Nickname</p> <input style="width: 90%;" type="text" value="John"/>	<p>Suffix</p> <input style="width: 90%;" type="text" value="-- Select --"/>	
<p>* Date of Birth</p> <input style="width: 80%;" type="text" value="01/01/2000"/>	<p>Ethnicity</p> <input style="width: 90%;" type="text" value="-- Select --"/>	

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

Paso 6: ¿Tiene un nombre preferido? Si es así, escriba su nombre preferido en el campo de Preferred Name/Nickname

Basic Information

Primary Household Contact

<p>* Legal First Name</p> <input style="width: 90%;" type="text" value="Johnny"/>	<p>* Legal Last Name</p> <input style="width: 90%;" type="text" value="Smith"/>	<p>Middle Name</p> <input style="width: 90%;" type="text"/>
<p>Preferred Name/Nickname</p> <input style="width: 90%;" type="text" value="John"/>	<p>Suffix</p> <input style="width: 90%;" type="text" value="-- Select --"/>	
<p>* Date of Birth</p> <input style="width: 80%;" type="text" value="01/01/2000"/>	<p>Ethnicity</p> <input style="width: 90%;" type="text" value="-- Select --"/>	

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

Paso 7: Por favor llene los campos requeridos en la sección de Información Adicional.

Additional Information

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

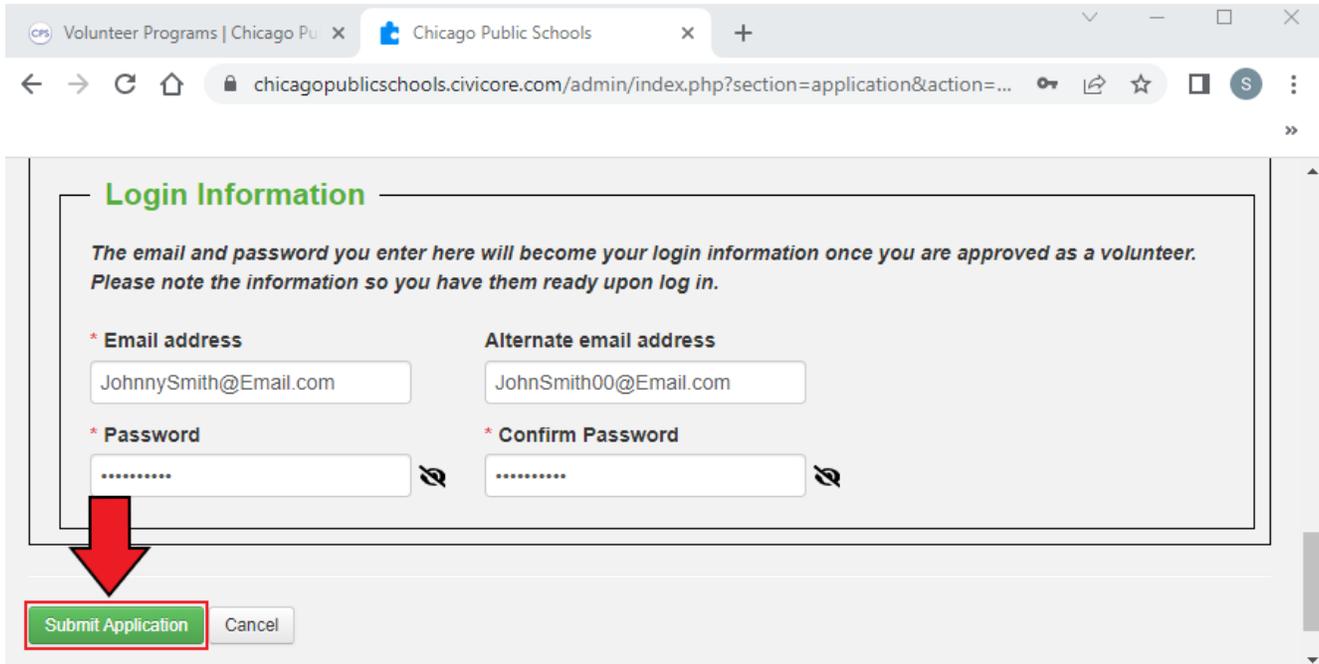
Paso 8: Para la sección Información de inicio de sesión, ingrese el correo electrónico y la contraseña que usará para iniciar sesión en Civicore. Asegúrese de que el campo Contraseña y el campo Confirmar contraseña coincidan. (Completar la dirección de correo electrónico alternativa es opcional y debe considerarse como una forma adicional de contacto).

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.

<p>* Email address <input type="text" value="JohnnySmith@Email.com"/></p> <p>* Password <input type="password" value="....."/></p>	<p>Alternate email address <input type="text" value="JohnSmith00@Email.com"/></p> <p>* Confirm Password <input type="password" value="....."/></p>
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Paso final: Finalice haciendo clic en el botón ‘Submit Application’.

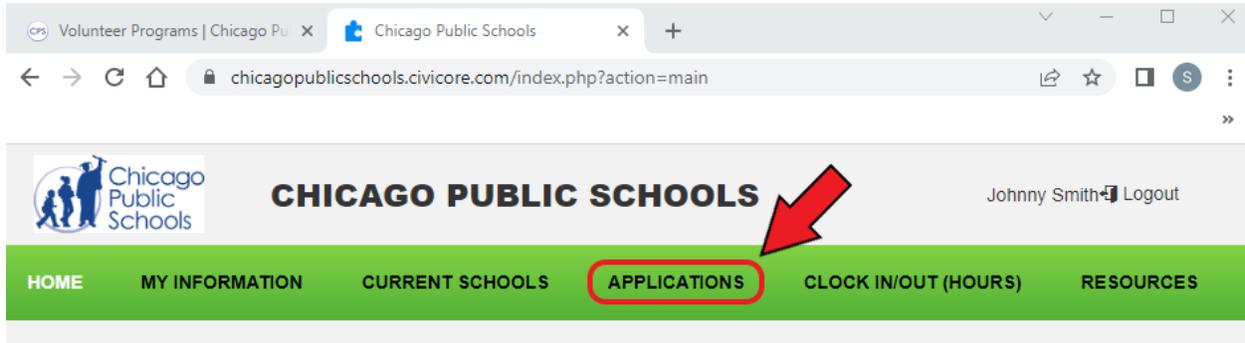


The screenshot shows a web browser window with the URL `chicagopublicschools.civcore.com/admin/index.php?section=application&action=...`. The page title is "Volunteer Programs | Chicago Public Schools". The main content area is titled "Login Information" and contains the following text: "The email and 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." Below this text are four input fields: "Email address" (containing "JohnnySmith@Email.com"), "Alternate email address" (containing "JohnSmith00@Email.com"), "Password" (containing "....."), and "Confirm Password" (containing "....."). Each password field has a small icon to toggle visibility. At the bottom of the form, there are two buttons: "Submit Application" (highlighted with a red box and a red arrow pointing to it) and "Cancel".

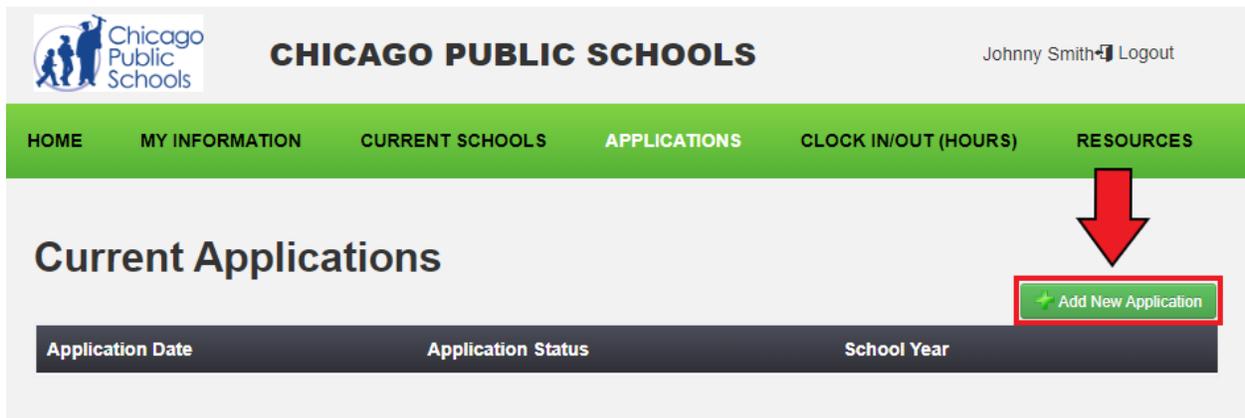
Haga clic aquí para continuar con Crear solicitud para aplicar para el nuevo año escolar

Crear una solicitud - Solicitud para el nuevo año escolar

Paso 1: Haga clic en 'APLICACIONES'.



Paso 2: si no tiene ninguna aplicación actual, haga clic en 'Agregar nueva aplicación'.



Paso 3: Verifique que los campos obligatorios sean correctos y estén actualizados. Para agregar una nueva escuela/organización, desplácese hacia abajo hasta la sección "Escuela(s)/organización(es) para ser voluntario". Haga clic en el botón 'Seleccionar'

School(s)/Organization(s) to Volunteer

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

Select -- Select -- 2022-2023

➕ Add a school/organization

Paso 4: Aparecerá una ventana. Puede buscar su escuela/organización usando el campo de búsqueda de nombre corto

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

Paso 5: Una vez que haya encontrado la escuela/organización que le gustaría agregar, haga clic en el botón derecho que dirá 'Seleccione esta escuela' o 'Seleccione esta organización'.

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

Paso 6: Haga clic en el menú desplegable y seleccione si se ofrece como voluntario de Nivel 1 o Nivel 2. Si desea saber la diferencia entre un voluntario de Nivel 1 o Nivel 2, haga clic aquí [Click Here](#)

School(s)/Organization(s) to Volunteer

<p>* School/Organization</p> <p>LANE TECH HS</p> <p><input type="button" value="Remove"/> <input type="button" value="Select"/></p> <p><input type="button" value="Add a school/organization"/></p>	<p>Volunteer Type Click here to see explanations.</p> <p>Level I</p>	<p>School Year</p> <p>2022-2023</p>
--	---	--

Paso 7: Si desea agregar otra escuela/organización, haga clic en 'Agregar una escuela/organización'. Repita los pasos 8-11.

School(s)/Organization(s) to Volunteer

<p>* School/Organization</p> <p>LANE TECH HS</p> <p><input type="button" value="Remove"/> <input type="button" value="Select"/></p> <p><input type="button" value="Add a school/organization"/></p>	<p>Volunteer Type Click here to see explanations.</p> <p>Level I</p>	<p>School Year</p> <p>2022-2023</p>
--	---	--

Paso 8: Una vez que haya agregado todas las escuelas/organizaciones, desplácese hacia abajo hasta la sección Información adicional. Seleccione 'Sí' o 'No' si se ofrece como entrenador voluntario.

Additional Information

<p>Are you a Chicago Public Schools employee?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>* Are you volunteering to coach?</p> <p>No</p> <p>Type of Volunteer</p> <p>-- Select --</p>	<p>School Year</p> <p>2022-2023</p>
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Paso 9: Continúe desplazándose hacia abajo hasta la parte inferior de la página. Seleccione las casillas una vez que toda la información que ha enviado sea verdadera y haya revisado la Política de voluntariado.

- 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](#).

Paso 10: Haga clic en 'Enviar'

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**

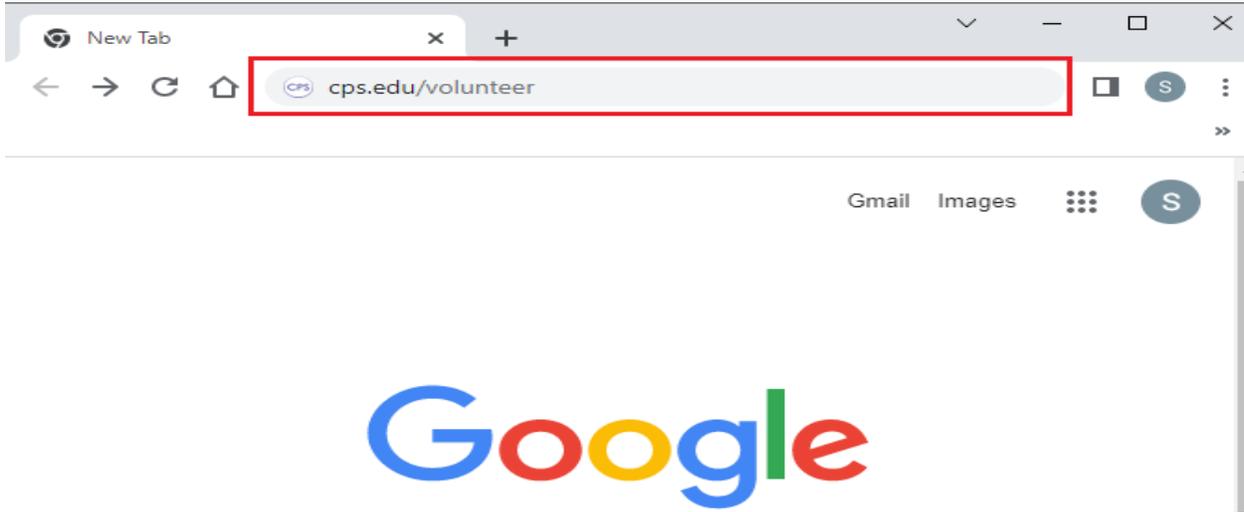


Paso 11: Deberías ver solo una aplicación. Nota: Solo debe tener UNA solicitud para el año escolar actual. Si desea agregar otra escuela en el futuro, siga los pasos a continuación

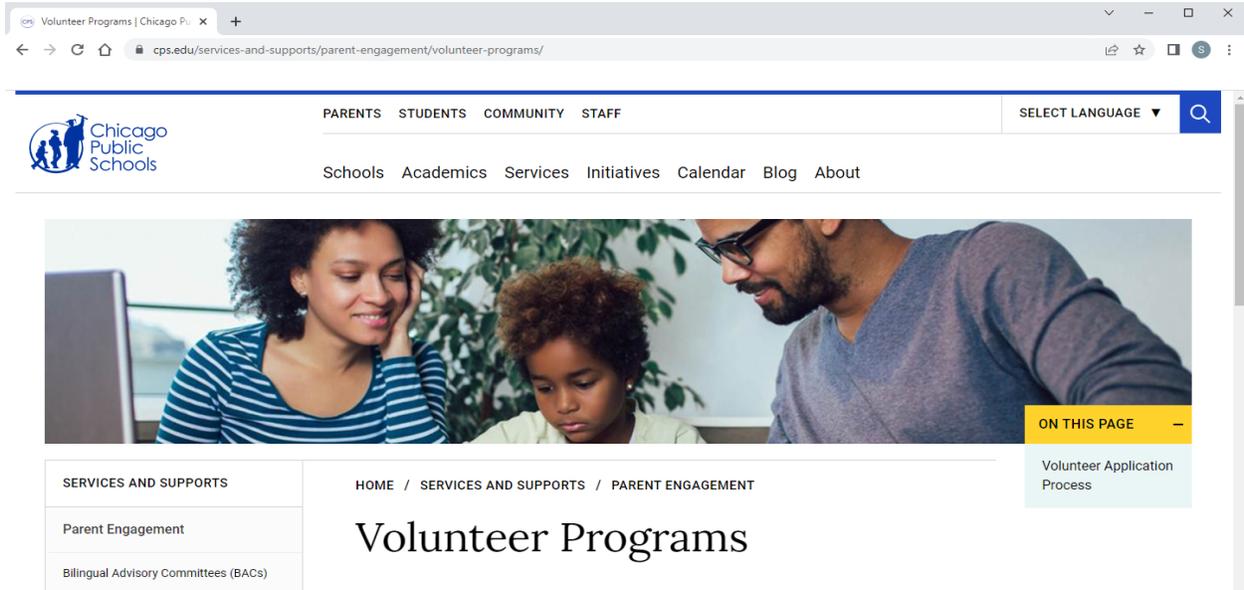
HOME	MY INFORMATION	CURRENT SCHOOLS	APPLICATIONS	CLOCK IN/OUT (HOURS)	RESOURCES								
<h2>Current Applications</h2> <p>Showing 1 record(s). + Add New Application</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #333; color: white;"> <th>Application Date</th> <th>Application Status</th> <th>School Year</th> <th></th> </tr> </thead> <tbody> <tr> <td>09/15/2022</td> <td>Awaiting Admin Approval</td> <td>2022-2023</td> <td style="text-align: right;"> <input type="button" value="Edit Fingerprint Info"/> <input type="button" value="Q view"/> <input type="button" value="edit"/> </td> </tr> </tbody> </table>						Application Date	Application Status	School Year		09/15/2022	Awaiting Admin Approval	2022-2023	<input type="button" value="Edit Fingerprint Info"/> <input type="button" value="Q view"/> <input type="button" value="edit"/>
Application Date	Application Status	School Year											
09/15/2022	Awaiting Admin Approval	2022-2023	<input type="button" value="Edit Fingerprint Info"/> <input type="button" value="Q view"/> <input type="button" value="edit"/>										
<h2>Previous Applications</h2> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #333; color: white;"> <th>Application Date</th> <th>Application Status</th> <th>School Year</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>						Application Date	Application Status	School Year					
Application Date	Application Status	School Year											

Voluntarios que regresan - Cómo volver a aplicar

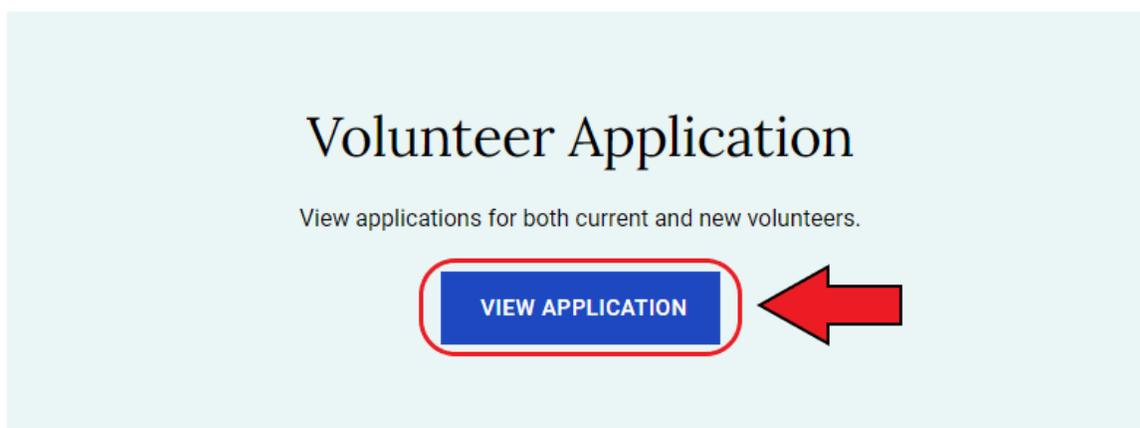
Paso 1: Visite cps.edu/volunteer.



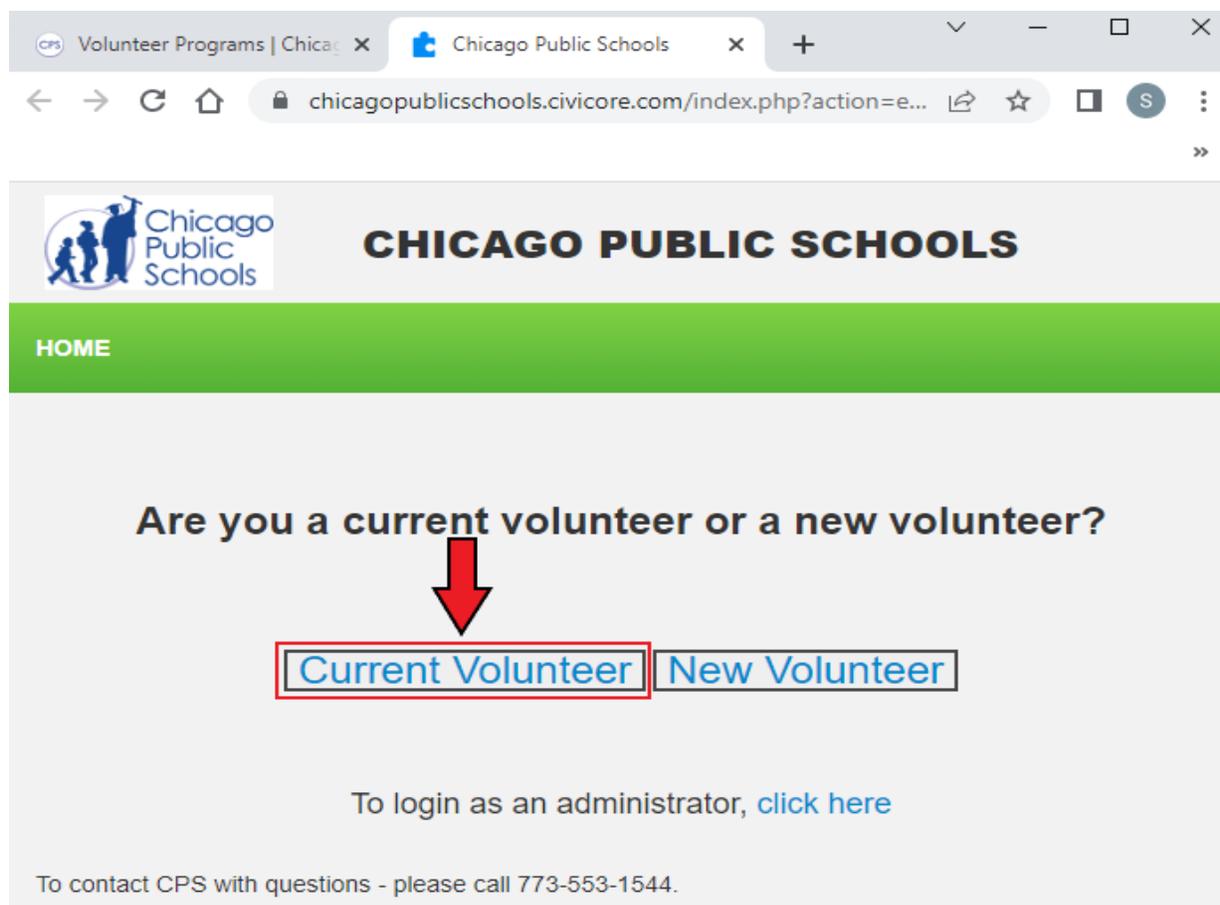
Paso 2: sitio web voluntario



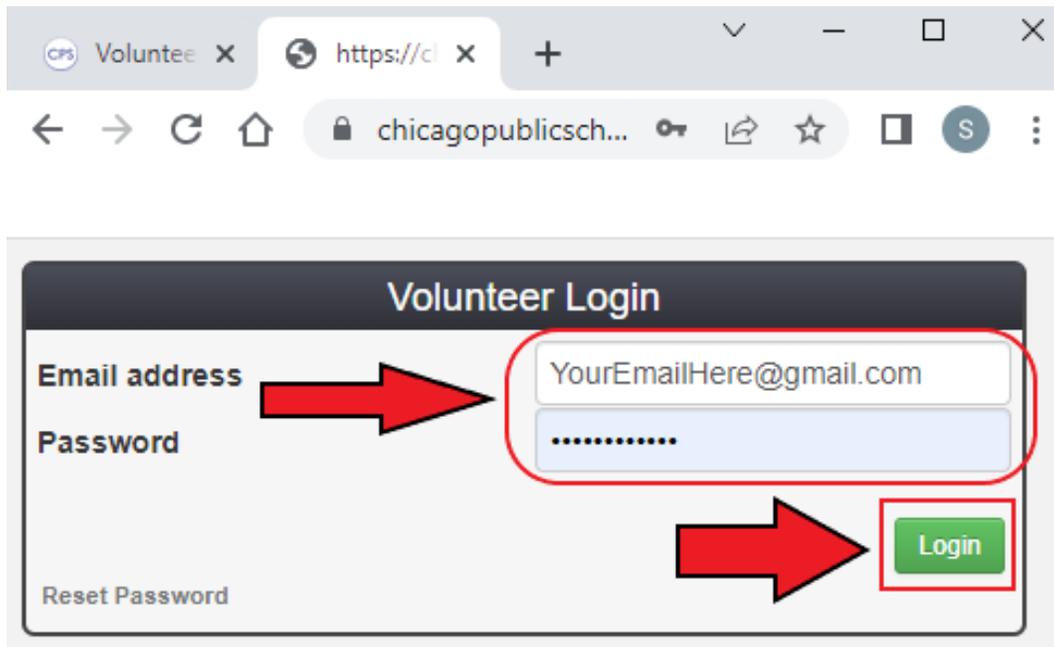
Paso 3: desplácese hasta la parte inferior y haga clic en el botón "Ver aplicación".



Paso 4: Haga clic en 'Voluntario actual'.



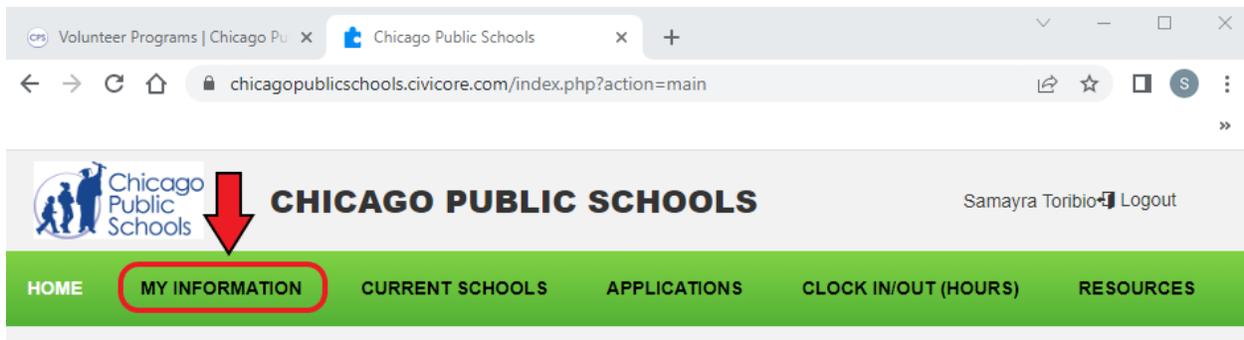
Paso 5: Ingrese su dirección de correo electrónico y contraseña que se utilizó para crear su perfil.



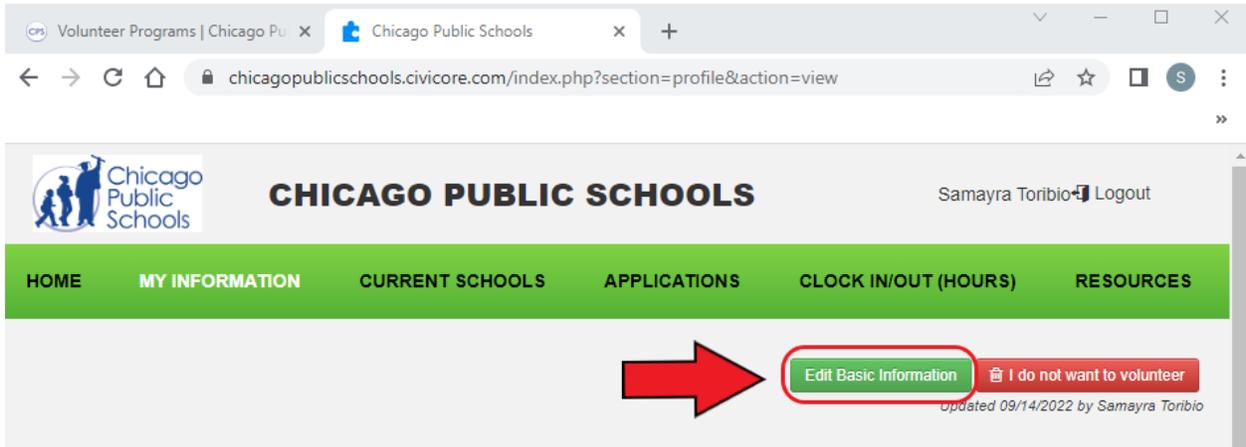
Si ha olvidado su contraseña, haga clic en 'Restablecer contraseña'. Se le enviará un correo electrónico para restablecer su contraseña.



Paso 6: Haga clic en 'My Information.'



Paso 7: Para ser voluntario, haga clic en 'Edit Basic Information'. Si no desea ser voluntario, haga clic en el 'I do not want to volunteer' botón. Esto hará que su aplicación esté inactiva.



Paso 8: Vuelva a verificar que los campos obligatorios sean correctos y estén actualizados. Para eliminar retrasos o problemas con el proceso de voluntariado, asegúrese de escribir su **Nombre legal y Apellido legal**.

A screenshot of the 'Basic Information' form on the Chicago Public Schools website. The form is titled 'Basic Information' in green. It contains several sections: 'Primary Household Contact' with a checkbox; 'Volunteer Type' with a dropdown menu set to 'Level I'; 'Legal First Name' (text input with 'Samayra'), 'Middle Name' (text input), and 'Legal Last Name' (text input with 'Toribio'); 'Preferred Name/Nickname' (text input with 'Sammie'); 'Suffix' (dropdown menu with '-- Select --'); 'Date of Birth' (calendar icon with '01/24/1990'), 'Gender' (dropdown menu with 'Female'), and 'Ethnicity' (dropdown menu with 'Hispanic/Latino'); 'Are you volunteering on behalf of a student currently enrolled in Chicago Public Schools?' (dropdown menu with 'No'); and 'Are you volunteering on behalf of an organization?' (radio buttons for 'Yes' and 'No'). The 'Legal First Name', 'Legal Last Name', and 'Date of Birth' fields are circled in red.

Paso 9: ¿Tiene un nombre preferido? Si es así, escriba su nombre preferido debajo del campo Nombre legal.

Basic Information

Primary Household Contact

Volunteer Type
Level I

* Legal First Name: Samayra
Middle Name:
* Legal Last Name: Toribio

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

* Date of Birth: 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

Paso 10: Complete todos los campos. Asegúrese de que las áreas encerradas en un círculo a continuación reflejen su información actual.

Contact Information

Home Address 1: 42 W. Madison
Home Address 2:

Home City: chicago
* Country: USA
Home State: Illinois
Home Zip code: 60602

Home phone: ###-###-####
Cell phone: 773-553-1544
Work phone: ###-###-####
Work phone ext.:

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.

Email address:
Alternate email address:

Password:
Confirm Password:

Paso 11: Después de verificar su información, haga clic en el botón 'Submit'.

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.

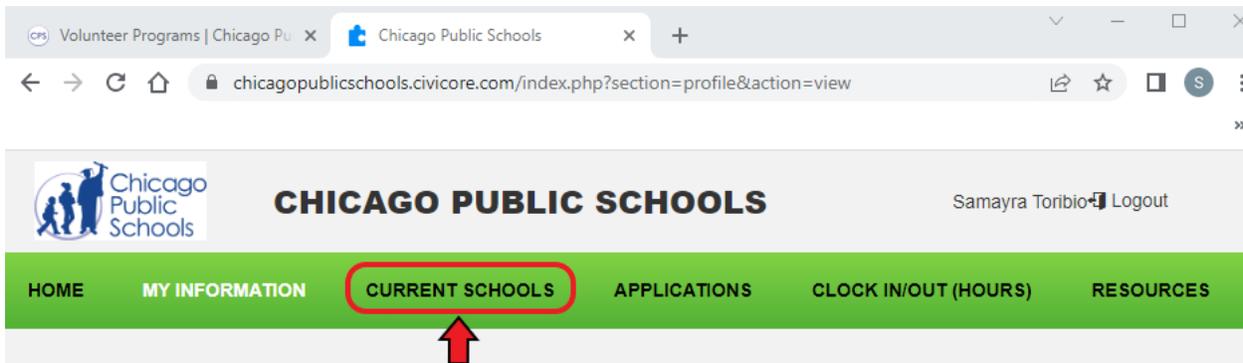
Email address:

Alternate email address:

Password:

Confirm Password:

Paso 12: Haga clic en 'CURRENT SCHOOLS'.



Paso 13: Aquí, puede verificar sus Escuelas/Organizaciones y el nivel de voluntariado. Si el nivel es incorrecto, comuníquese con la escuela para cambiar su nivel. Si desea eliminar una escuela de su solicitud, contáctenos en Programas de Voluntarios al 773-553-1544.

Showing 2 record(s). [Apply For Another School](#)

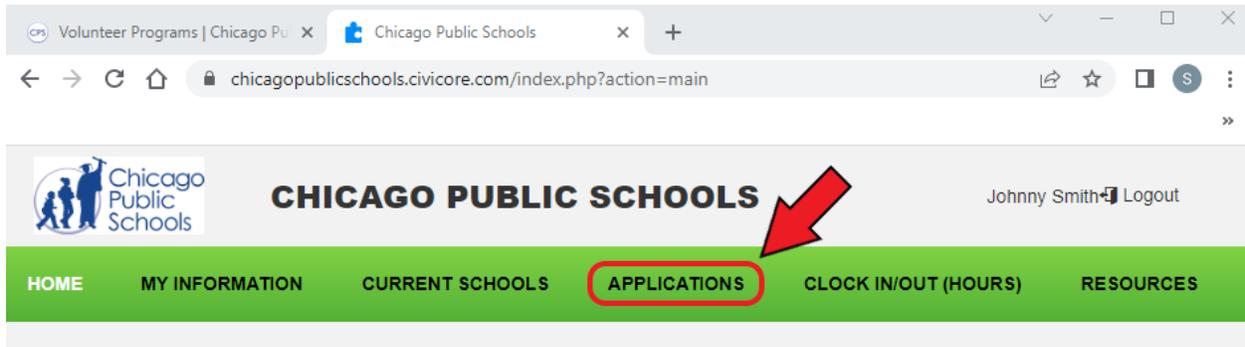
School Status	School/Organization	Volunteer Type	School Year
Awaiting School Approval	Family & Community Engagement (Volunteer Program)	Level I	2022-2023
Awaiting School Approval	Tutor Mates	Level I	2022-2023

[*Haga clic aquí para volver a la tabla de contenido*](#)

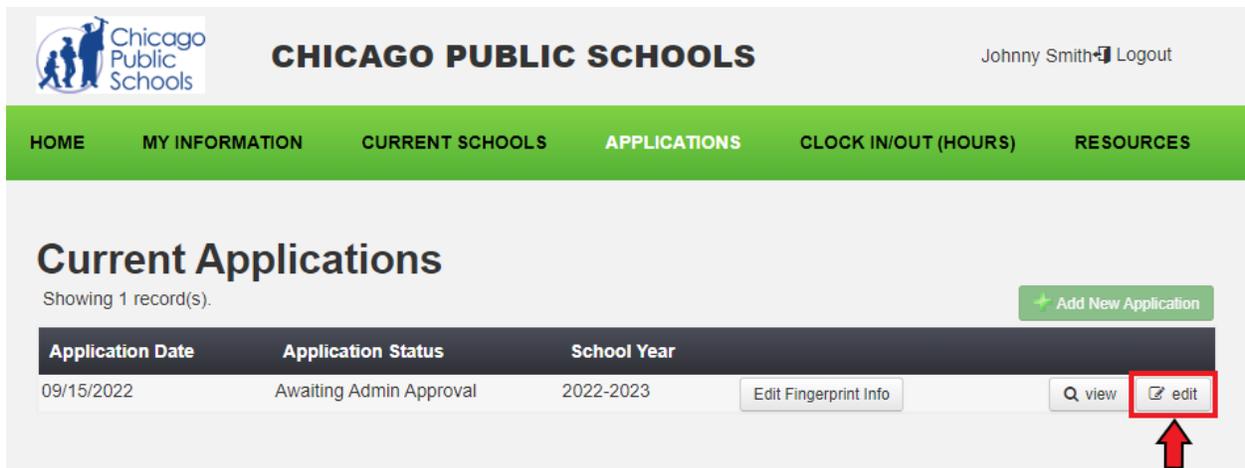
[*Haga clic aquí para agregar escuelas adicionales*](#)

[Agregar escuelas adicionales a su aplicación](#)

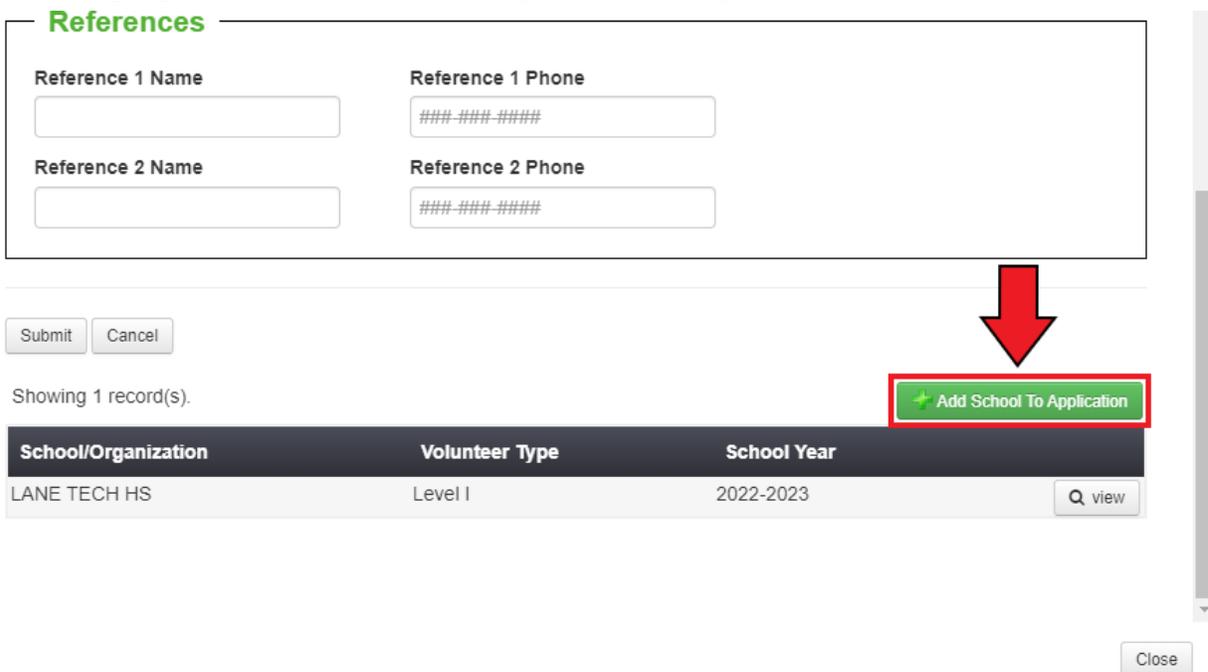
Paso 1: Haga clic en 'APPLICATIONS'.



Paso 2: En su solicitud, haga clic en 'edit'.



Paso 3: Para agregar una nueva escuela/organización, haga clic en 'Add School To Application'.



Paso 4: Una ventana aparecerá, En esta ventana, haga clic el botón ‘Select’.

* School/Organization **Select**

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

School Year 2022-2023

-- Select --

Submit Cancel

Paso 5: Aparecerá otra ventana. Puede buscar su escuela/organización usando el campo de búsqueda de nombre corto.

Short Name Type

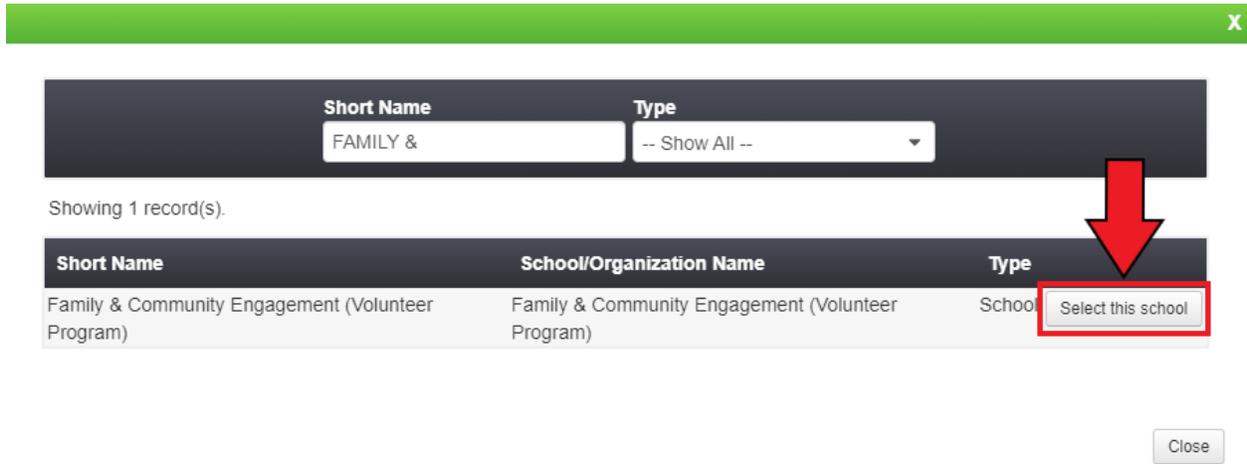
-- Show All --

Back Showing records 1 to 25 of 692 Next

Short Name	School/Organization Name	Type
BRADWELL	Myra Bradwell Communications Arts & Sciences ES	School
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

Close

Paso 6: Una vez que haya encontrado la escuela/organización que le gustaría agregar, haga clic en el botón 'Select this school' o 'Select this Organization'.



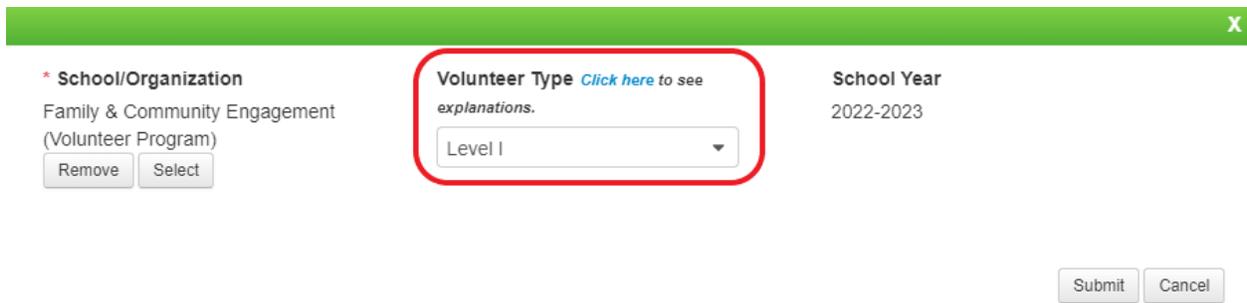
Short Name: FAMILY & Type: -- Show All --

Showing 1 record(s).

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

Close

Paso 7: Haga clic en el menú desplegable y seleccione si usted va ser voluntario nivel 1 o nivel 2.



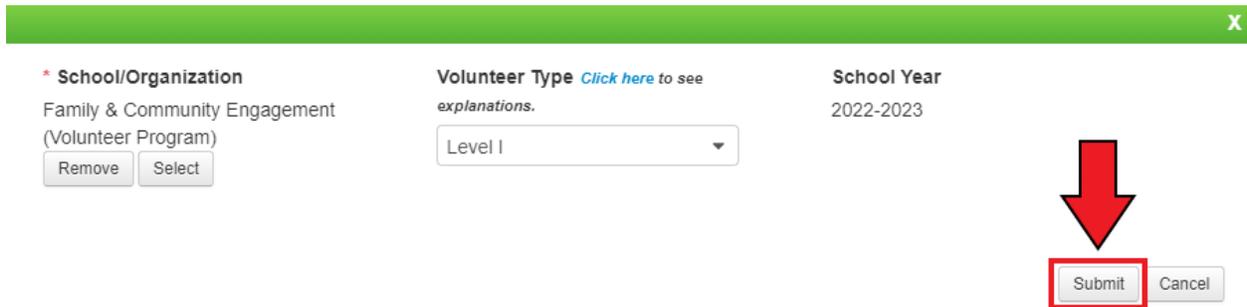
* School/Organization: Family & Community Engagement (Volunteer Program) [Remove] [Select]

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

School Year: 2022-2023

[Submit] [Cancel]

Paso 8: Haga clic en '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]

Paso 9: Debería ver que su escuela/organización ha sido agregada. Haga clic en el botón 'Close' para finalizar el proceso. Ha agregado con éxito una nueva escuela/organización.

References

Reference 1 Name	Reference 1 Phone
<input type="text"/>	<input type="text" value="### ## ##"/>
Reference 2 Name	Reference 2 Phone
<input type="text"/>	<input type="text" value="### ## ##"/>

Showing 2 record(s).

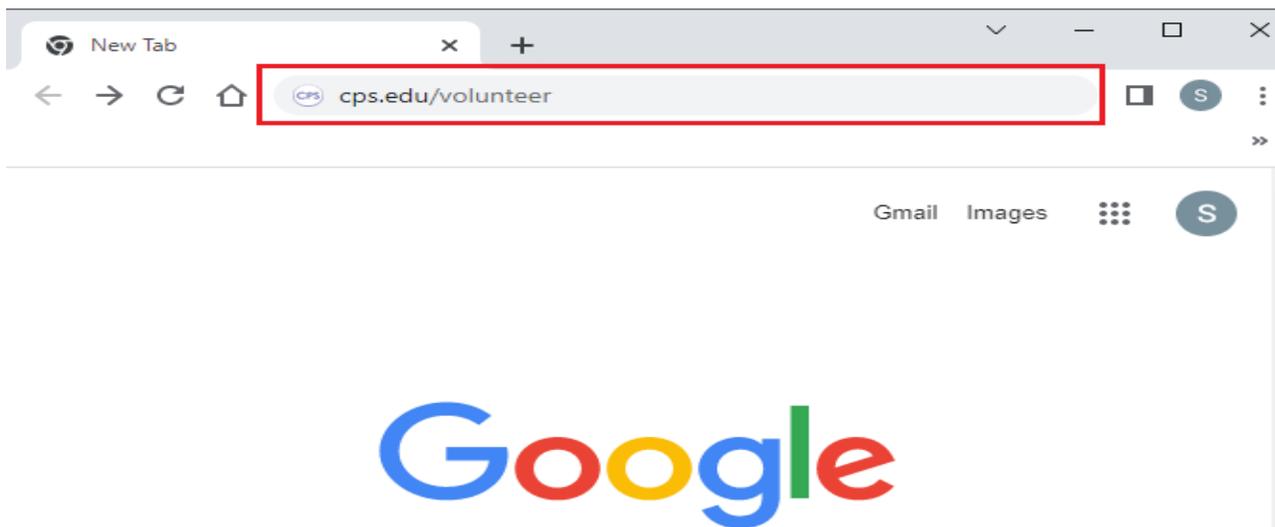
School/Organization	Volunteer Type	School Year	
LANE TECH HS	Level I	2022-2023	<input type="button" value="view"/>
Family & Community Engagement (Volunteer Program)	Level I	2022-2023	<input type="button" value="view"/>



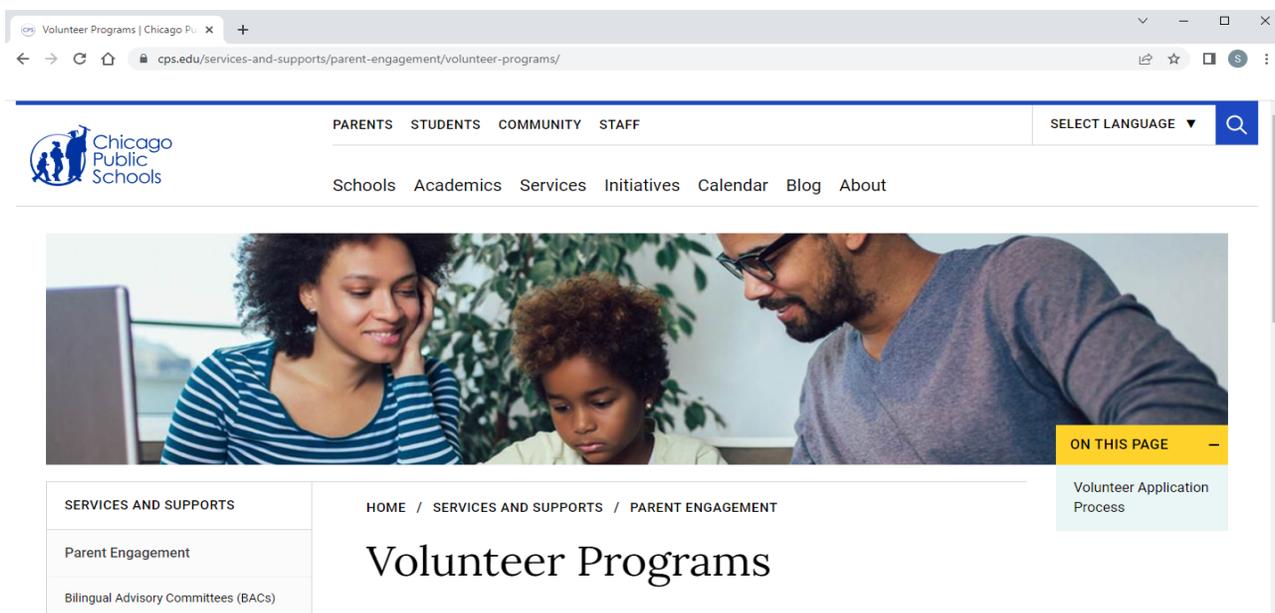
[*Haga clic aquí para volver a la tabla de contenido*](#)

Cómo fichar entrada/salida

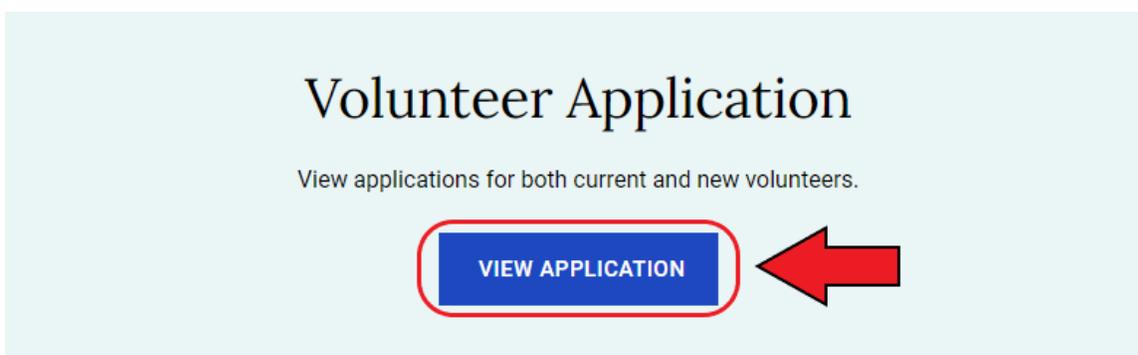
Paso 1: Visite cps.edu/volunteer.



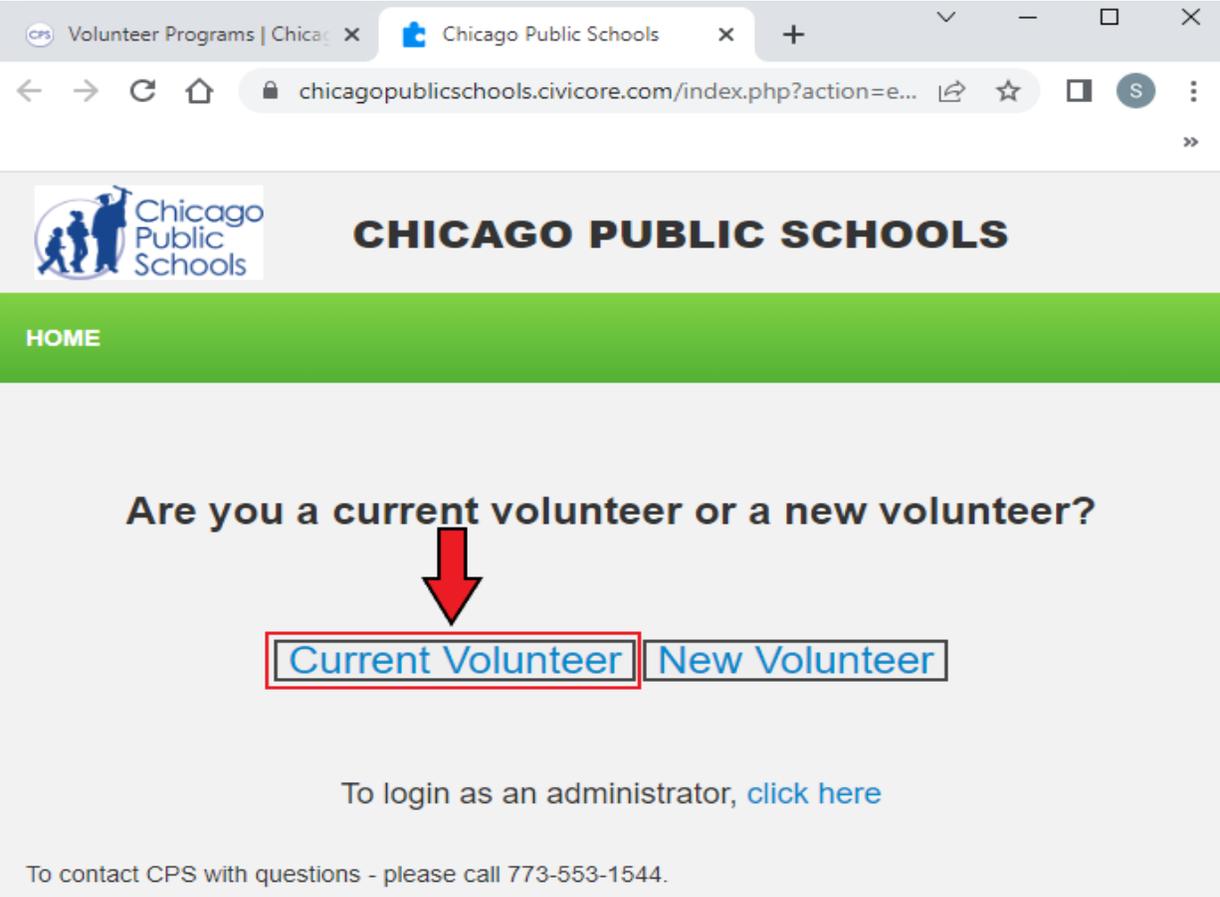
Paso 2: sitio web voluntario



Paso 3: desplácese hasta la parte inferior y haga clic en el botón "Ver aplicación".

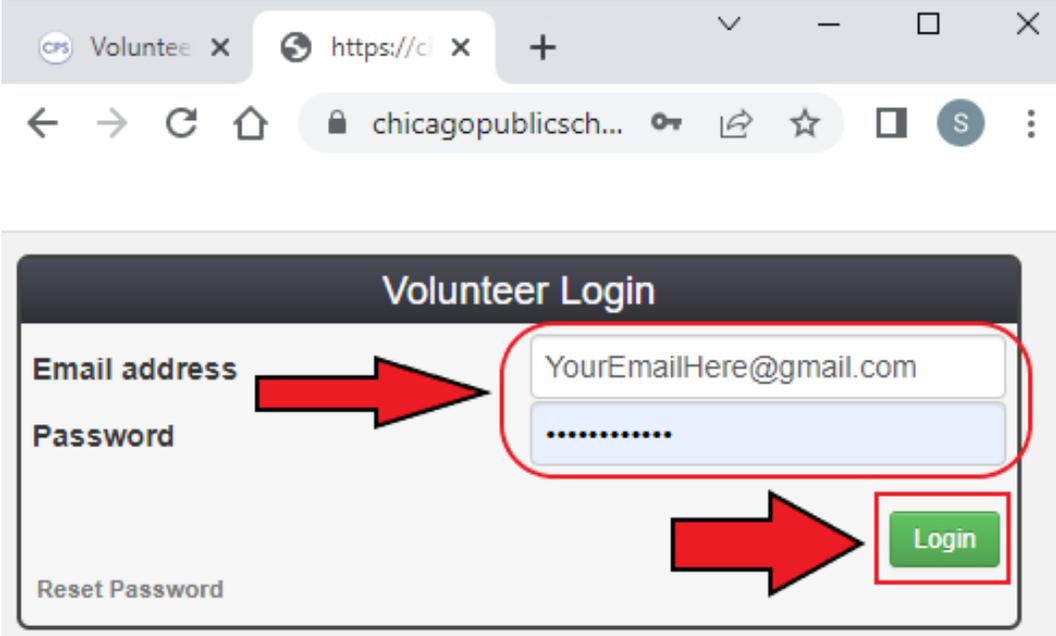


Paso 4: Haga clic en 'Current Volunteer'.



The screenshot shows a web browser window with the URL `chicagopublicschools.civcore.com/index.php?action=e...`. The page header includes the Chicago Public Schools logo and the text "CHICAGO PUBLIC SCHOOLS". Below the header is a green bar with the word "HOME". The main content area asks, "Are you a current volunteer or a new volunteer?" with a red arrow pointing down to two buttons: "Current Volunteer" (highlighted with a red box) and "New Volunteer". Below the buttons, there is a link "To login as an administrator, click here" and a footer note: "To contact CPS with questions - please call 773-553-1544."

Paso 5: Ingrese su dirección de correo electrónico y contraseña



The screenshot shows a web browser window with the URL `https://chicagopublicsch...`. The page title is "Volunteer Login". The form contains the following fields and elements:

- Email address:** A text input field containing "YourEmailHere@gmail.com". A red arrow points from the label to this field.
- Password:** A password input field with masked characters ".....". A red arrow points from the label to this field.
- Login:** A green button with the text "Login". A red arrow points from the password field to this button.
- Reset Password:** A link located at the bottom left of the form.

Si ha olvidado su contraseña, haga clic en 'Restablecer contraseña'. Se le enviará un correo electrónico para restablecer su contraseña.

Volunteer Login

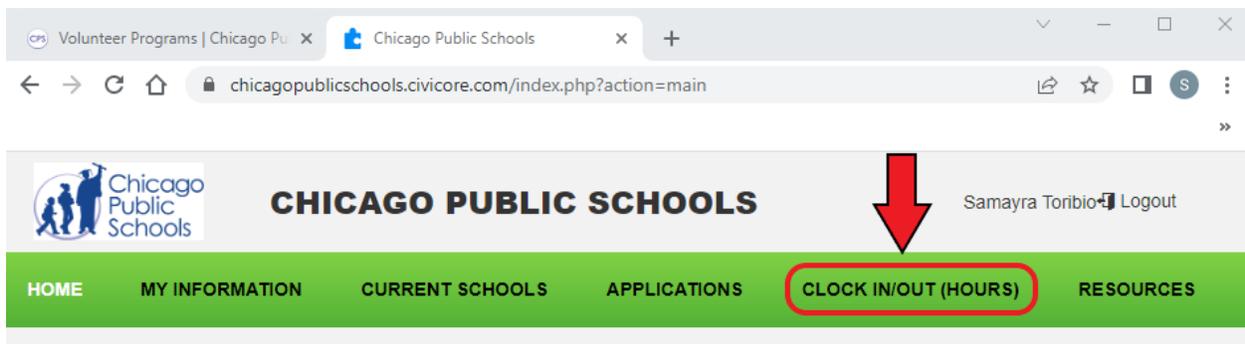
Email address: JohnnySmith@Email.com

Password:

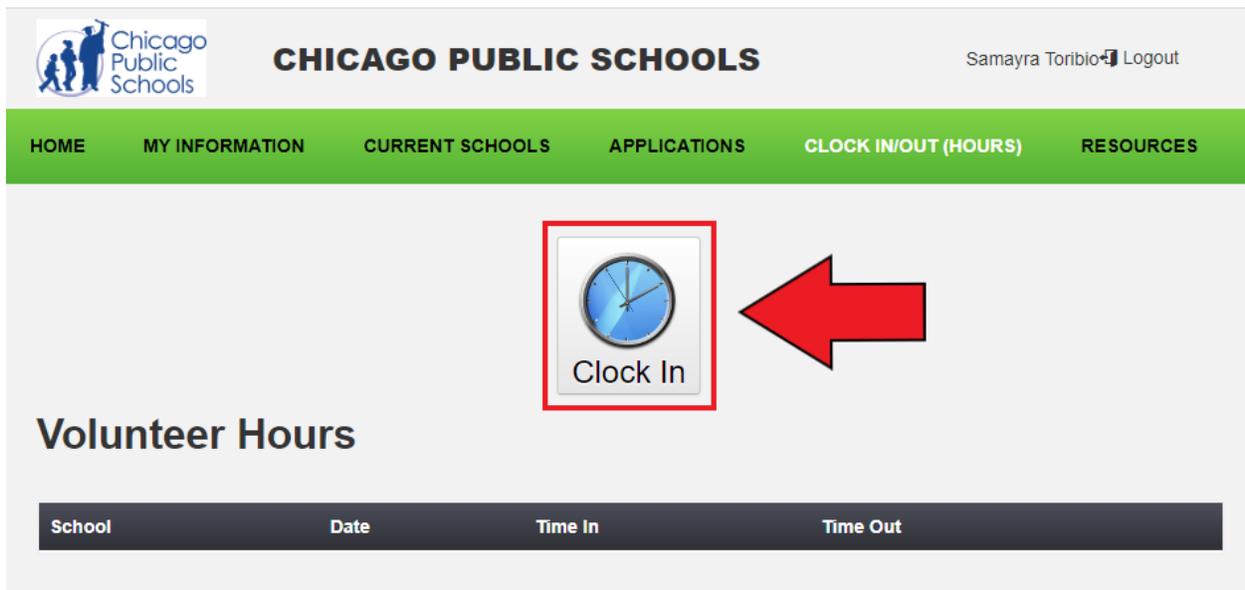
Login

Reset Password

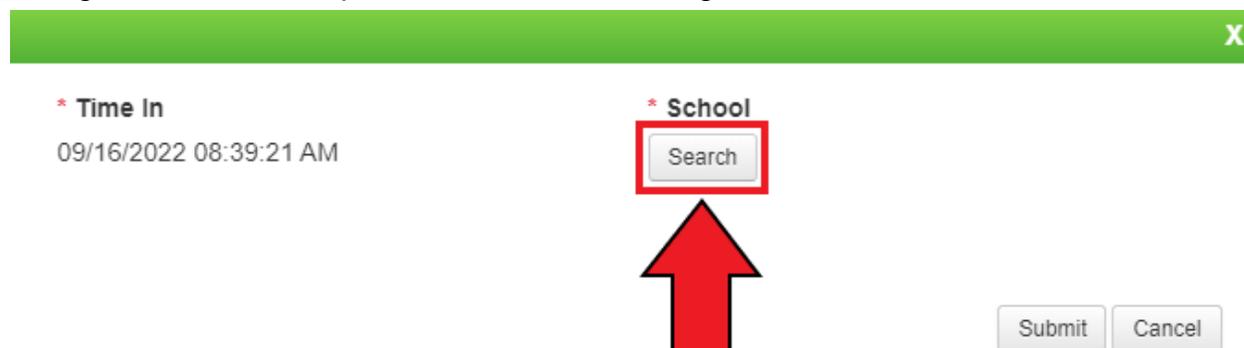
Paso 6: Haga clic en 'RELOJ DE ENTRADA/SALIDA (HORAS)'



Paso 7: Si está registrando su ingreso como voluntario, haga clic en el botón "Registrar ingreso".



Paso 8: Haga clic en 'Buscar' para buscar la escuela/organización.

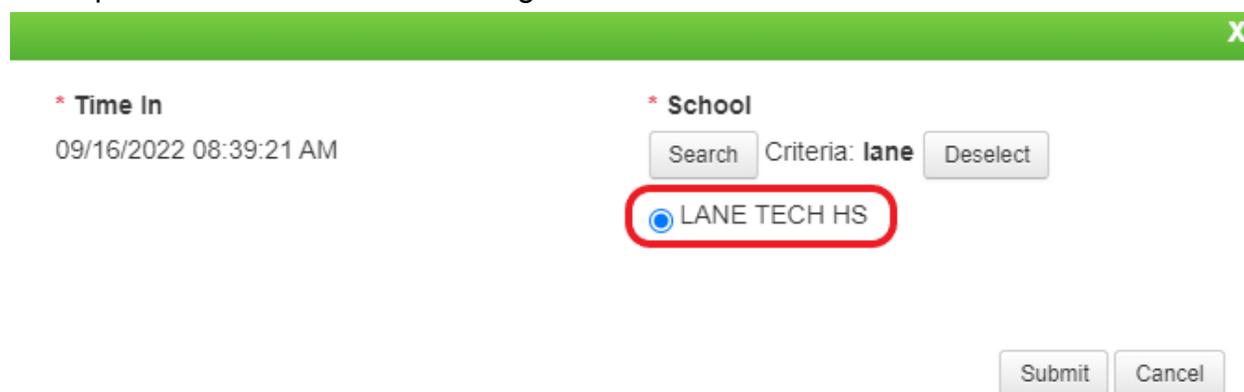


* Time In
09/16/2022 08:39:21 AM

* School
Search

Submit Cancel

Paso 9: Escriba el nombre de la escuela/organización para la que será voluntario. Luego haga clic en el círculo para seleccionar la escuela/organización.



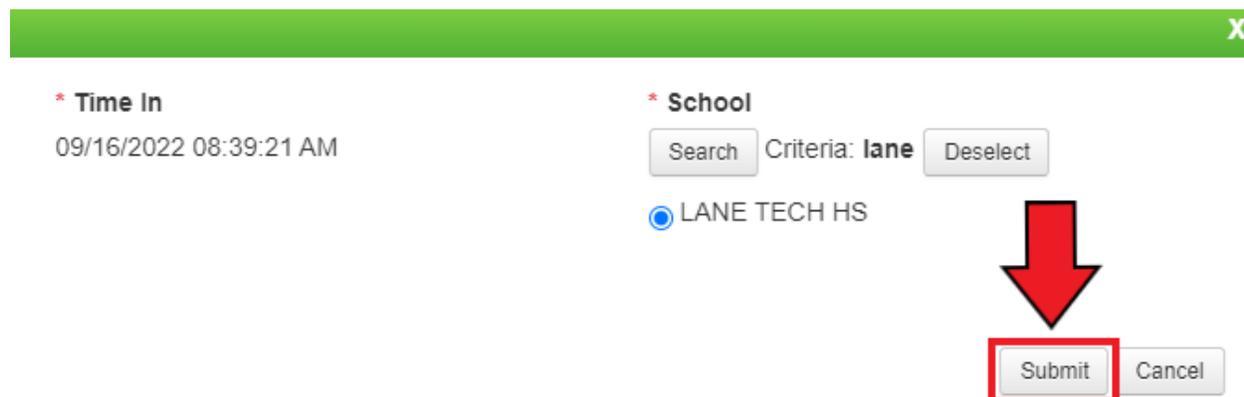
* Time In
09/16/2022 08:39:21 AM

* School
Search Criteria: lane Deselect

LANE TECH HS

Submit Cancel

Paso 10: Haga clic en 'Enviar'



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

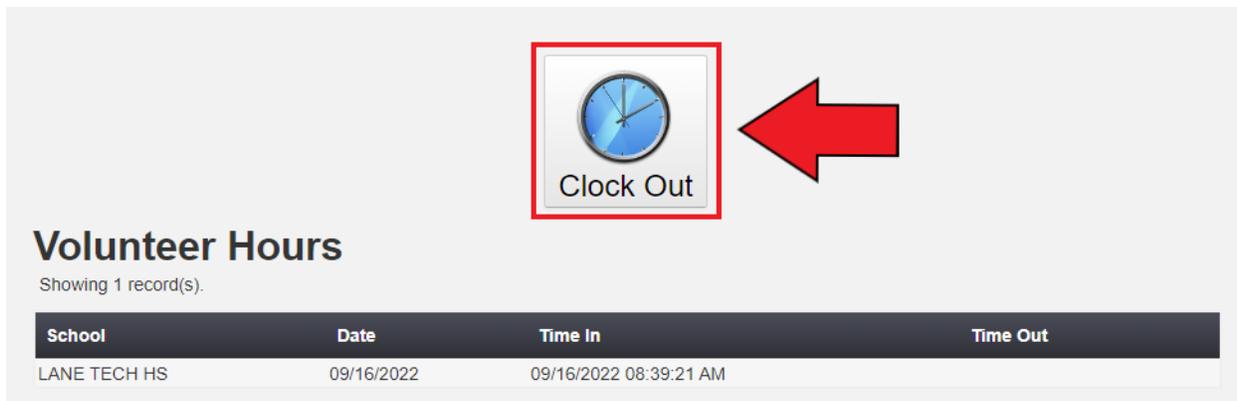
* School
Search Criteria: lane Deselect

LANE TECH HS

Submit Cancel

(Continúa para paso 11)

Paso 11: Después de ser voluntario, haga clic en el botón 'Cerrar sesión'.

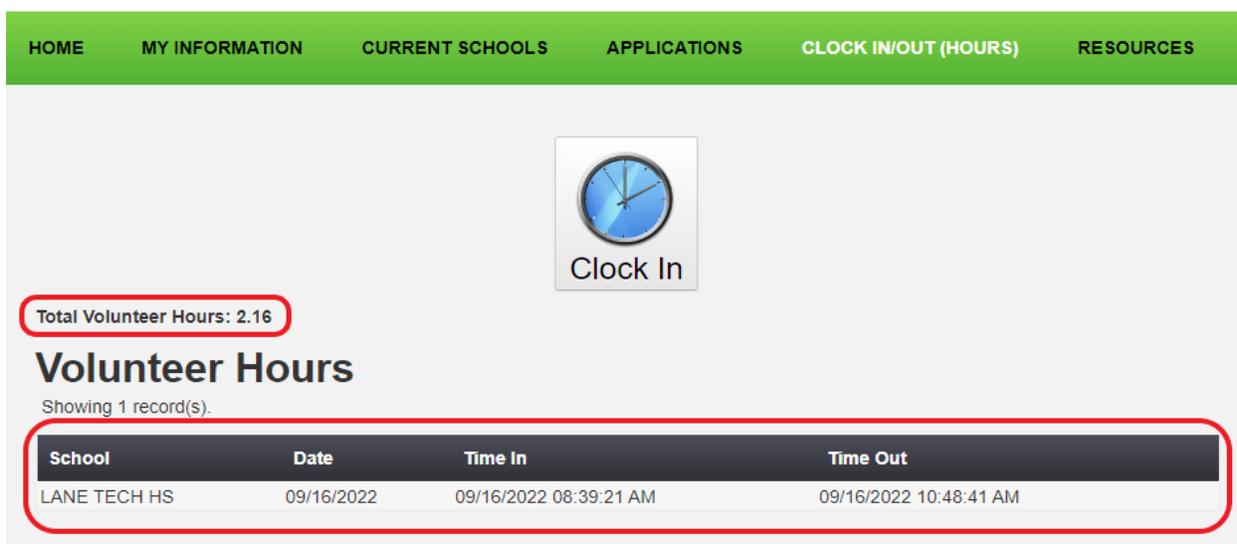


The screenshot shows a 'Clock Out' button with a clock icon, highlighted by a red box and a red arrow pointing to it from the right. Below the button is the 'Volunteer Hours' section, which includes a table with one record.

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	

Paso 12: Ha cerrado con éxito.



The screenshot shows a 'Clock In' button with a clock icon. Below it is a 'Total Volunteer Hours: 2.16' badge. The 'Volunteer Hours' section includes a table with one record, which is highlighted by a red box.

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

[*Haga clic aquí para volver a la tabla de contenido*](#)