

## How to be a Miami-Dade County Public School Volunteer:

Parents, students, employees, and community members who wish to volunteer at a school, regional center, or district office **MUST** register online as follows:

- Parents, will log into Parent Portal.
- M-DCPS Students, will log into Student Portal.
- M-DCPS Employees will log into Employee Portal.
- All other volunteers/community members, will log into Community Portal. After portal login, follow these steps:
  1. Click the **Services and Sites** tab at the top.
  2. Click on the **Be a School Volunteer!** link.
  3. Choose your school(s) and activity(ies) in which you wish to volunteer.
  4. Go to your selected school/location and show your identification for final approval.

### RETURNING SCHOOL VOLUNTEERS AND MENTORS

- School volunteers approved previously by schools WILL NOT have to re-register for the 2011-2012 school year.
- However, volunteers WILL have to log into the appropriate portal as outlined above, to re-select the school(s) and activity(ies) in which they wish to participate for the 2011-2012 school year. Returning volunteers will be re-approved on a school-by-school basis.
- After logging in, volunteers should follow steps 1 through 4 above.
- Employee and student volunteers must update emergency contact information before re-selecting school(s) and activity(ies).
- **LEVEL 1** volunteers will require a new background check every three years.
- **LEVEL 2** volunteers will require re-fingerprinting every five years.
- Directions and user guides outlining the procedures for volunteer applicants can be found at <http://community.dadeschools.net!/svp/school-vol.asp> .