

Completing the ACPS Volunteer Application

[ACPS Volunteer Application](#)

The home page of the application has a welcome message from the districts with some important information for the volunteer applicants.

ACPS

1 Welcome 2 Personal Information 3 School Preferences 4 Functions 5 Organizations 6 Disclaimer 7 Done

District Volunteer Application

Greetings,

We appreciate your interest in volunteering for with our District Volunteer Program. Our district offers a variety of activities you may choose from when volunteering your time. Simply complete and submit a volunteer application and upon approval you will receive instructions on next steps.

It is very important that the information you enter on the application matches your government issued identification card including your full legal name. It is important that you provide a valid email address so you can be notified as to the status of your application and for future communication. If you are unable to provide an email address, you use the district's email address. All information collected on the application will remain confidential and not be shared outside the volunteer program.

If you have any questions about the application, please request to speak with a volunteer representative.

Thank you,
District Volunteer Coordinator

Click on the **Next** button on the bottom right to start filling out the application. You will be prompted to fill out your personal information on this page.

Personal Information

Legal First Name *

Legal Middle Name * I don't have a middle name

Legal Last Name *

Maiden Name

Gender *

Date Of Birth * MM DD YYYY

Address Line 1 *

Address Line 2 / Apt # / Building #

City *

State *

Zip Code *

Phone Number *

Please make sure to fill this out as accurately as possible. This information will be used to complete a background check on you. Make sure to scroll to the bottom and complete the form. Phone Numbers and email are required as part of the application. If you do not have an email, please enter volunteer@acps.k12.va.us, and the Volunteer Office at ACPS will reach out to you.

Once you complete this form, you will be presented with a pop-up to confirm your legal first and last name, as well as your date of birth and email.

The screenshot shows a registration form with a progress bar at the top containing seven steps: 1 Welcome, 2 Personal Information, 3 School Preferences, 4 Functions, 5 Organizations, 6 Disclaimer, and 7 Done. A white pop-up window is centered over the form, containing the following text: "Please confirm the accuracy of the following information—which must match your government-issued ID. If your first, middle, last name, and date of birth is incorrect, your application will not be processed correctly." Below this text are five input fields: "Legal First Name", "Legal Middle Name", "Legal Last Name", "Date Of Birth" (with a calendar icon), and "Email". At the bottom right of the pop-up are two buttons: "Go Back" and "Confirm". Below the pop-up, the form continues with a question: "Have you ever been convicted of a felony? *" with a dropdown menu showing "No".

After confirming your personal details, please select the schools that you would like to volunteer at.



The screenshot shows a form titled "Please select the schools at which you wish to volunteer". At the top is a search bar labeled "Search All Schools and Buildings". Below the search bar is a checkbox for "All Schools (district-wide)". Underneath is a section for "Elementary Schools" containing a grid of checkboxes for various schools: "All Elementary Schools", "Charles Barrett Elementary School (E)", "Cora Kelly School - STEM (E)", "Douglas MacArthur Elementary School (E)", "Early Childhood Center (E)", "Ferdinand T Day Elementary School (E)", "George Mason Elementary School (E)", "James K Polk Elementary School (E)", "Jefferson - Houston School (E)", "John Adams Elementary School (E)", "Lyles - Crouch Traditional Academy (E)", "Mount Vernon Community School (E)", "Naomi L. Brooks Elementary School (E)", "Patrick Henry Elementary School (E)", "Samuel W Tucker Elementary School (E)", and "William Ramsay Elementary School (E)". Below this grid is a section for "Middle Schools". At the bottom of the form are three buttons: "Previous", "Cancel Application", and "Next".

The next step in the application is to select the Functions/Activities that you would like to volunteer for. Select any that interest you.



Please select the functions from the list below. (select all that apply)

Functions available at all schools (functions are activities for which you can volunteer)

<input type="checkbox"/> Athletics	<input type="checkbox"/> Cafeteria Helper	<input type="checkbox"/> Chaperone	<input type="checkbox"/> Classroom Helper
<input type="checkbox"/> Concessions	<input type="checkbox"/> Fundraising	<input type="checkbox"/> Hall Monitor	<input type="checkbox"/> Library Helper
<input type="checkbox"/> Mentor	<input type="checkbox"/> Office Helper	<input type="checkbox"/> Tutor (Math)	<input type="checkbox"/> Tutor (Other)
<input type="checkbox"/> Tutor (Reading)			

Previous Cancel Application Next

Please add any organization that you may be a part of on the next page. If you are not volunteering on behalf of any external organization, please select none and click next.



Please select the organization(s) on behalf of which you are volunteering (if not applicable, select "None")

Organizations associated with all schools

<input type="checkbox"/> ACPS Student	<input type="checkbox"/> ACPS Staff	<input type="checkbox"/> None
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Additional Organizations + Add Organization

The last page of the application has a disclaimer and requires your signature. You may also be asked for your social security number based on which Functions/Activities you picked during the process.



Please read the disclaimer below and provide your signature

By providing your signature, you are agreeing to abide by the rules and regulations of the District Volunteer Program. One or more of the volunteer activities you have selected may require you to provide your United States social security number so we can perform a criminal background check. Your social security number will only be used for this purpose and we do not retain this information.

Name

Signature

By signing your name you agree to all the above statements. Use the mouse or touch screen to sign.

Previous Cancel Application Next

After clicking next you will be taken to the last page of this application. **You must click finish here and sign the Code of Conduct that follows to complete the application!**

Volunteer Code of Conduct and Expectations

This document defines expectations for Alexandria City Public Schools volunteers and is designed to help ensure the safety of the volunteers and students served.

As an ACPS volunteer, I agree to abide by the following code of volunteer conduct and expectations:

1. If I am an in-person volunteer, immediately upon arrival, I will ensure to adhere to ACPS's conducting of temperature screenings and will wear require protective face coverings when entering any ACPS facility unless I have expressly been granted an accommodation regarding face coverings by ACPS.
2. As a volunteer, whether in-person or virtually, I will coordinate and get direction

20. I will notify the school principal or appropriate department head if I am arrested for any misdemeanor or felony sex, drug or weapon related offense.

21. I will respect students' personal values and backgrounds.

22. I will only do what is in the best personal and educational interest of every child with whom I come into contact.

23. I will read and abide by the ACPS Sexual Harassment policy ([File: GBA/JFHA](#)).

I agree to follow the ACPS Volunteer Code of Conduct at all times or cease volunteering immediately.

Name *

First

Last

Email *

Submit

After clicking Submit on this page, your volunteer application is considered complete. You will receive an email letting you know that the application has been received. You will continue to receive emails as to the status of your application for the next 12-48 hours. ACPS Volunteer Team may also reach out if more information is needed.

Thank you for applying to be a volunteer at Alexandria City Public Schools.