

## Volunteer Process:

### Steps for New Applicants

1. Go to [www.sumnersd.org](http://www.sumnersd.org). Click on "Communities", "Get Involved", "Volunteer Forms", and "Online Volunteer Application".
2. Click on "register". New applicants will create their profile with their email address, First Name & Last Name (as it appears on your driver's license) and create a password. Please note – passwords are case sensitive and must be 8 characters in length.
3. Click "register" again at the bottom of the screen. This will bring you to the "my profile" tab. Fill in the information for your birth date, and if you have an aka name (for example a nickname or maiden name).
4. Select your Interest type. You can select as many as you wish – please be sure to read the descriptions below to ensure you are selecting the correct volunteer type.
  - a. Select the **School Volunteer** interest type if you want to work in the classroom, office, or any other part of the school; if you want to attend a field trip or other various activities such as band trips, drama trips, etc.
  - b. Select the **School Coach** interest type if you want to volunteer as a Middle School/High School Coach. Please contact the Middle School/High School Athletic Coordinator before applying for this volunteer position to ensure that they have an opening or a need for this position. The Athletic Coordinator will need to submit a recommendation to Human Resources before your application will be processed.
  - c. Select the **Athletic Event Worker** interest type if you want to work at athletic events (Paid or Volunteer) such as scorekeeping, announcing, ticket taking, etc. Please contact the Middle School/High School Athletic Coordinator before applying for this position to ensure that they have an opening or a need for this position. The Athletic Coordinator will need to submit a recommendation to Human Resources before your application will be processed.
5. Once you have selected your interest type(s), click "next." Add your address and phone number(s) and click "next." The next screen will bring you to the criminal history disclosure. Please answer every question honestly and provide detailed information on any "yes" answers.
6. Click on "My Checklist." You will see a checklist of items that are required to be completed. They will all have a red X mark showing that they are incomplete. As you complete each item they will turn into a Green check mark. Once you have green check marks on all of your checklist items, you are finished with your application! You will receive an email from Human Resources within a few days.

## **Steps for Returning Applicants**

1. Go to the Sumner School District Website at [www.sumnersd.org](http://www.sumnersd.org). Click on "Communities", "Get Involved", "Volunteer Forms", and "Online Volunteer Application".
2. Click on the box that says "Update."
3. Log-in with the same email and password that you used previously. If you have forgotten it, you can click on the link that says "send password."
4. You may get a message that pops up that says "You do not have access to view this page within this website." Just ignore this message and click on the "My Profile" tab at the top.
5. Verify that your information is accurate and make any necessary changes.
6. From your "My Profile" tab, click on "Disclosure". Make any necessary updates to your criminal history disclosure and enter today's date at the bottom.
7. Click on "My Checklist" and complete any items with a red X mark. Once you have green check marks on all of your checklist items, you have finished your application! You will receive an email from Human Resources within a few days.