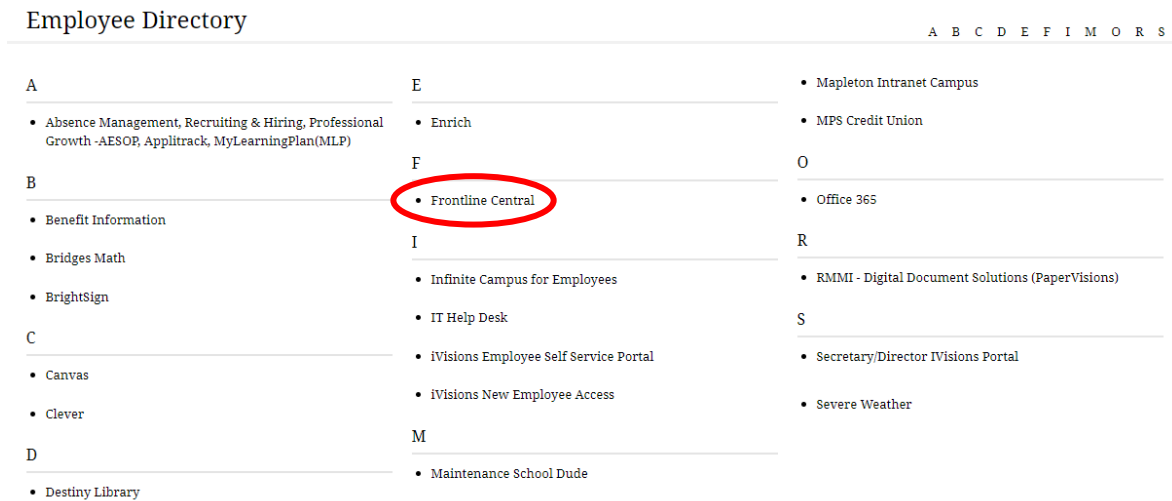
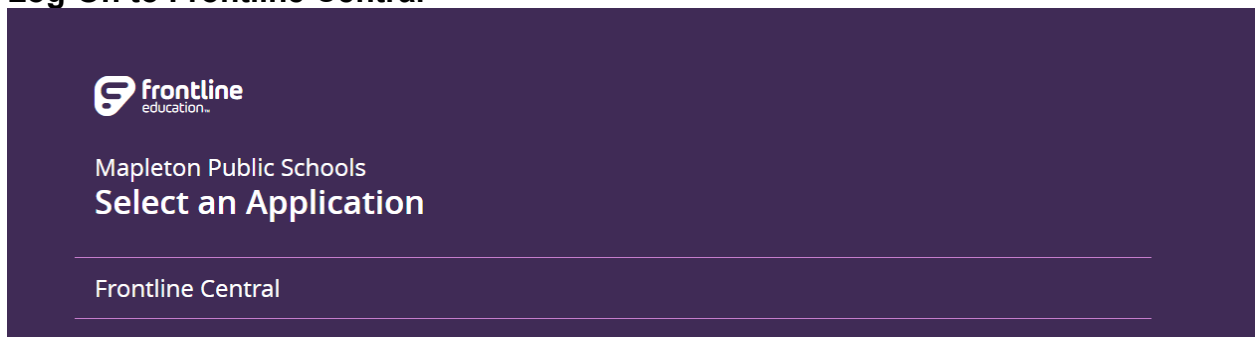


# How to Access and Complete Volunteer Application:

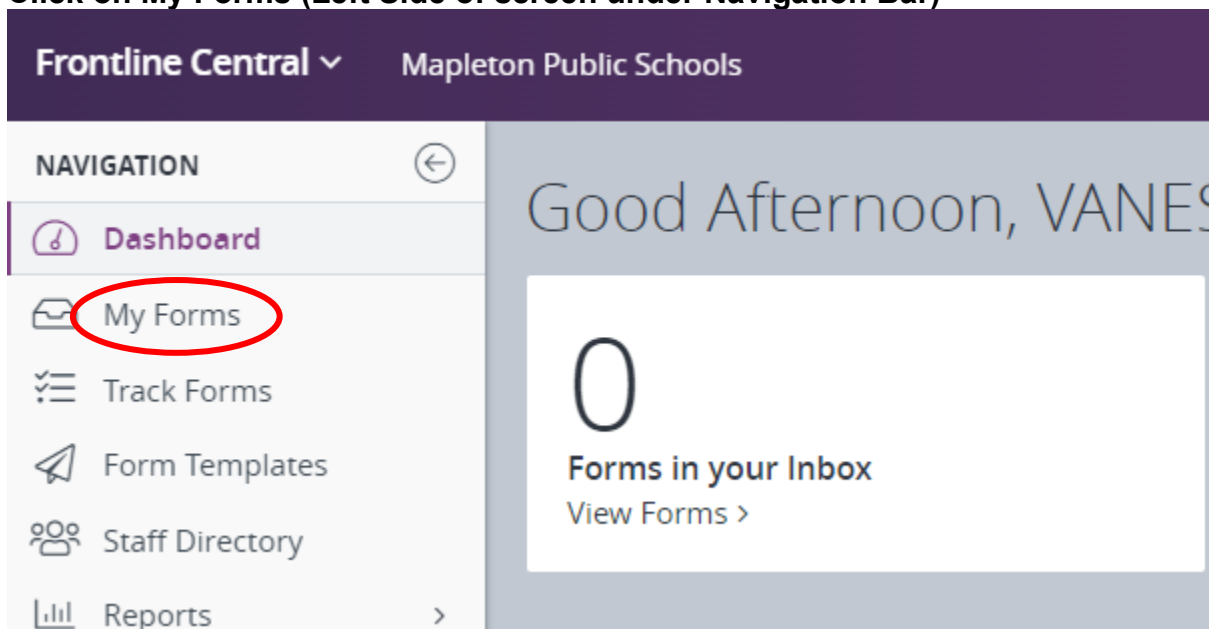
1. Go to [www.mapleton.us](http://www.mapleton.us) – click on Employees, then click on: Frontline Central



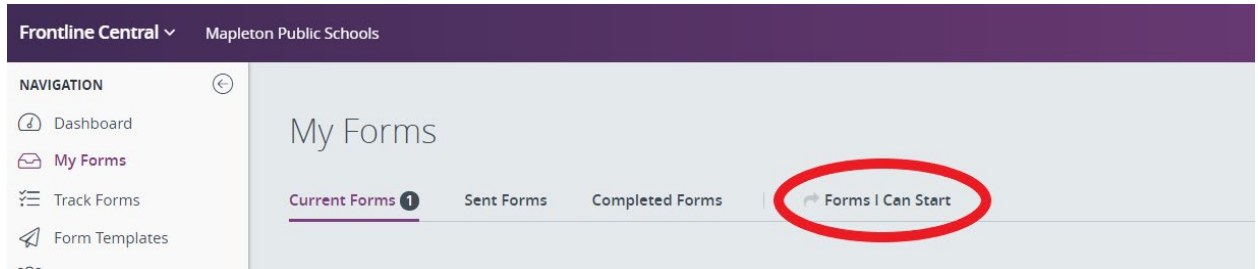
2. Log-On to Frontline Central



3. Click on My Forms (Left Side of screen under Navigation Bar)



#### 4. Click on Forms I Can Start



#### 5. Click on Start this Form to the right of Volunteer Application – Approved School Official Only:



#### 6. Fill out all the fields. Upload the completed application and a copy of the front/back of ID. Then select Submit Form.

**Workflow Step 1 - School Administrator/Office Personnel**  
Sender must upload a copy of the completed Volunteer Application and front and back copy of ID. Incomplete applications will NOT be processed.

Sender | Form Entry

Volunteer Last Name:

Volunteer First Name: \*

School Location \*

Please upload the required documents: \*

Completed Volunteer Application - 2 pages  Copy of valid ID (front and back) \*

Please upload required documents. \*

Please Sign \*

Date

Comments (visible to all participants)

7. **HR Background Check Approval** – An HR representative will either approve or deny the approval based on the background check. You will receive notification once this has been completed.

**Background Check Approval**  
HR must run background check prior to approval.

Required Information:\*

All required documents provided  BIS check conducted\*  NSOPW check conducted\*

Volunteer File Completed:


All documents printed

HR Approval\*

Yes\*  No\*

Please Sign\*

Date



Comments - Visible to all participants (required for deny action)

8. **Notification** – This is the final step that you will need to sign off on. Please enter your name and select **Add Digital Signature**.

**Notification**  
Please sign off that you have received notification of volunteer approval/ denial.

Please Sign \*

Comments - Visible to all participants