Dorchester School District Two
Leading the Way: Every Student, Every Day

Steps to Become a DDTwo Volunteer & Fact Sheet

1. **Becoming a Volunteer is a Two-Step Process:**
    a. **STEP 1: Submit an application – use QR Code below**
        i. You'll receive an email once your application has been approved.
        ii. If you do not receive an email in 24 hours, contact the school's Volunteer Coordinator from the email link on the school's volunteer web page.
        iii. Volunteer applications are submitted annually beginning July 1st.
        iv. If you've had a felony conviction, to include DUI or fraudulent checks, contact the school's Volunteer Raptor Administrator to submit a SLED background check. This must be done and approved BEFORE an application can be submitted online.

    b. **STEP 2: Complete School Volunteer Training**
        i. Contact your school's Volunteer Coordinator for the next training opportunity. An email link is on the school's volunteer web page. Training must be completed BEFORE you volunteer on campus.
        ii. If you plan to volunteer at several schools, you must complete the annual volunteer training for each school.

2. **Volunteer Portal**
    a. The portal allows you to easily update your contact information and school preferences, as well as sign up for volunteer opportunities through the Events section.
    b. Upon approval of your application, a link to the portal will be provided via email. Use this link to set up your Volunteer Portal. Thereafter, use the QR Code or visit https://www.ddtwo.org/VolunteerPortal.
    c. If you are unable to sign in, please contact Jason Lybrand for assistance.

QR Codes:

Volunteer Application

Volunteer Portal

3. **Review the FAQs and board policies online** concerning volunteers BEFORE your initial volunteer assignment. To avoid distractions and safety risks, please do not bring children with you to volunteer.

4. **Follow the REQUIRED Sign In / Sign Out Procedure**. If not followed, your volunteer hours will not be recorded, and you'll be in violation of the district's safety protocol. If your ID does not read "Volunteer," you have not signed in properly. During school hours, volunteers must sign in through reception.

   For schools that have a Self-Service Kiosk, review the pdf instructions to sign in and sign out: Volunteer Sign In and Sign Out via Self-Service Kiosk (PDF). Otherwise, please see the receptionist to sign in/sign out.

   If you are volunteering for an event after hours using an entrance other than reception, please scan the Volunteer Portal QR Code posted at the designated entry point or on this document. The QR Code takes you directly to the portal to conveniently submit volunteer hours online the day of the event to increase the chances they get recorded. You may also visit https://www.ddtwo.org/VolunteerPortal