Guilford County Schools (GCS) Volunteer Registration Instructions

Parent Guide – How to Become an Approved Volunteer

Thank you for supporting our school community. All volunteers must complete the GCS approval process each school year to ensure student safety. Approval usually takes **3–10 business days**.

1. Create or Access Your Volunteer Account

Go to: www.gcsvolunteers.com

- Select **"New Volunteer"** if this is your first time.
- Select **"Returning Volunteer"** if you have volunteered before and need to update your profile.

2. Complete the Online Volunteer Application

You will be asked to provide:

- Contact information
- School(s) where you want to volunteer
- Volunteer interests (classroom help, field trips, tutoring, PTA events, etc.)
- Emergency contact information

Tip: Add *all* schools where you may volunteer.

3. Submit Your Background Check

- All volunteers must complete a **criminal background check** through the online system.
- Sign the electronic consent form when prompted.
- There is **no cost** to families.

4. Watch for Your Approval Email

- GCS will email you once your background check is complete.
- Approval is valid for **one school year**.
- If additional information is needed, GCS will contact you.

5. Sign In at the School When Volunteering

Once approved:

- Bring a **photo ID** each time you volunteer.
- Sign in using the school's **LobbyGuard** system.
- Wear your volunteer badge while on campus.

6. Follow School & Classroom Guidelines

- Communicate with your child's teacher or the school volunteer coordinator.
- Maintain confidentiality and follow all GCS safety procedures.

Quick Reminders

- Approval must be completed **before** attending field trips or classroom events.
- If you don't receive an email within 10 business days, check your spam folder or contact the school.
- Once approved, you may volunteer at **multiple schools**—just make sure they are listed in your profile.