

ADOPT-A-SCHOOL VOLUNTEER SIGN-UP PROCESS

☐ 1. DECIDE TO VOLUNTEER AS PART OF THE ADOPT-A-SCHOOL PROGRAM

☐ 2. FILL OUT THE ADOPT-A-SCHOOL VOLUNTEER INTEREST FORM

- Fill Out Interest Form at <https://forms.gle/EZaL1jLt6coBKbog7>
- *If you are volunteering as part of an organization but are not serving as the coordinator for that organization, please select "Individual" when filling out the form.*

☐ 3. START PAPERWORK TO OBTAIN PA CHILD VOLUNTEER CLEARANCES

- Child volunteer clearances are background checks required by the state for adults who act as unpaid volunteers working directly with or supervising children.
- See "CDS VOLUNTEER CLEARANCE CHECKLIST" for details.
- If you need help with this process, please let us know during your orientation session.

☐ 4. ADOPT-A-SCHOOL COORDINATOR WILL CONTACT YOU

- Our Adopt-a-School program community coordinator will receive your information and contact you with more information about the program as well as answer any questions you may have.

☐ 5. COORDINATOR WILL SCHEDULE YOU FOR AN ORIENTATION SESSION

- At this orientation session you will:
 - Submit your volunteer clearances documentation or get help with this process.
 - Learn more about the Adopt-a-School program and volunteer duties including how volunteers can help, child safety expectations, etc.

☐ 6. GET MATCHED WITH A SCHOOL AND ROLE

- Discuss where and when you'll be volunteering, as well as what specific duties you'll be matched with as a volunteer.

☐ 7. START VOLUNTEERING!

- We want to ensure your success and fulfillment as a volunteer. If at any point you have ideas about how to make the program better, or questions or concerns about your role, or please reach out to our program coordinator Shannon Leib at sleib@cdschools.org to discuss.
- If you decide to stop volunteering, please give the teacher or volunteer coordinator as much notice as possible.