



Eugenia B. Thomas K-8 Center

BECOME A SCHOOL VOLUNTEER

NEW SCHOOL VOLUNTEERS

To register you need a **parent** or **community** account

1. Using your parent or community account credentials (*username and password*) log into one of the listed portals at www.dadeschools.net:
 - Parents will log into (Parent Portal)
 - M-DCPS Students (Student Portal)
 - M-DCPS Employees (Employee Portal)
 - All other volunteers will log in to the (Community Portal)
2. Click the **Services and Sites** tab at the top
3. Click on the "**Be a School Volunteer**" link
4. Complete the Volunteer Registration including: DOB, SSN, Address, Emergency Contact Name, Emergency Contact # and Ethnicity.
(If you do not have a SSN write 000-00-000 on the space provided)
5. Choose your school(s) and Level 1 activity(ies) in which you wish to volunteer
6. Go to your selected school/location and show your identification for approval. Please allow at least four business days to process the background check.

EXISTING SCHOOL VOLUNTEERS

School volunteers approved by last year WILL NOT have to create a new Parent/Community Portal account for the 2018-2019 school year. However, volunteers will have to log in to the Parent or Community Portal and re-select the school(s) and Level 1 activity(ies) that they wish to participate in for the 2018-2019 school year and then be reapproved.

After logging in, volunteers should follow steps 2 through 6 above.

- Employee and student volunteers must update emergency contact information before selecting the school(s) and Level 1 activity(ies).
- **LEVEL 1** volunteers will require a new background check every three years.
 - Volunteers at the school or chaperones for one day only require Level 1 Clearance
- **LEVEL 2** volunteers will require re-fingerprinting every five years.

ALL VOLUNTEERS ARE REQUIRED TO REPORT TO THE MAIN OFFICE UPON ARRIVAL AND DEPARTURE WITH PHOTO IDENTIFICATION. A VOLUNTEER PASS WILL BE GIVEN AND MUST BE WORN AT ALL TIMES. THE VOLUNTEER MUST RECORD THE DATE, TIME IN/OUT, TEACHER/LOCATION, ACTIVITY AND TOTAL HOURS IN THE VOLUNTEER BINDER EVERY TIME THEY COME IN TO VOLUNTEER.