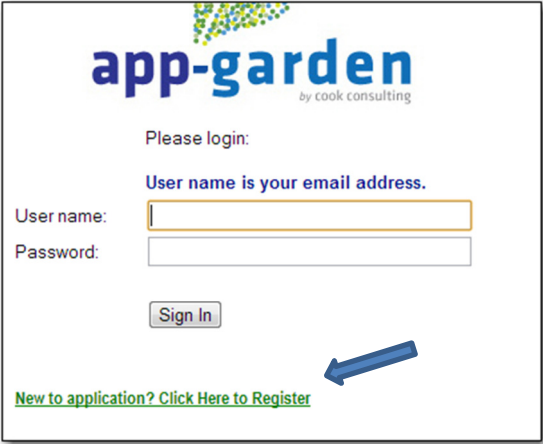



Using the Volunteer Tracker system

<p>From an internet browser session, go to the link shown. You might want to bookmark this in your internet favorites for frequent access.</p>	<p>https://appgarden2.app-garden.com/VolTrackNC190.nsf</p>																				
<p>If you have not yet used the system, you will need to register.</p> <p>Click on the link “New to application? Click here to register”</p>																					
<p>Enter your information in the registration form. Note: Your email address will be your login.</p> <p>Click Submit.</p>	<p style="text-align: center;">Registration Form</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">* Email</td> <td colspan="3"><input type="text" value="johnsmith@myschool.com"/></td> </tr> <tr> <td>* Password</td> <td colspan="3"><input type="password" value="....."/></td> </tr> <tr> <td>* Confirm Password</td> <td colspan="3"><input type="password" value="....."/></td> </tr> <tr> <td>* Name</td> <td><input type="text" value="John"/> First</td> <td><input type="text" value="W"/> Middle</td> <td><input type="text" value="Smith"/> Last</td> </tr> <tr> <td colspan="4" style="text-align: center;"><input type="button" value="Submit"/></td> </tr> </table>	* Email	<input type="text" value="johnsmith@myschool.com"/>			* Password	<input type="password" value="....."/>			* Confirm Password	<input type="password" value="....."/>			* Name	<input type="text" value="John"/> First	<input type="text" value="W"/> Middle	<input type="text" value="Smith"/> Last	<input type="button" value="Submit"/>			
* Email	<input type="text" value="johnsmith@myschool.com"/>																				
* Password	<input type="password" value="....."/>																				
* Confirm Password	<input type="password" value="....."/>																				
* Name	<input type="text" value="John"/> First	<input type="text" value="W"/> Middle	<input type="text" value="Smith"/> Last																		
<input type="button" value="Submit"/>																					
<p>You will receive a confirmation email within a few minutes and may then log into the system.</p> <p>Your user name is your email address and the password is the password that you created when registering.</p>																					

Once you have registered and have received your email confirmation you may log in and create your Volunteer Application form.

You will indicate from the list of choices your areas of interest.

Note that all required fields are denoted with an *

The screenshot shows the 'VOLUNTEER SERVICES APPLICATION FORM' on the Chatham County Schools Volunteer Tracker website. It includes a 'Create Application' button and a 'Yes' section for 'Name and Contact Information'. Fields include: *Legal First Name, *Legal Middle Name, *Legal Last Name, *Are you a student? (Y/N), *Area Cd, *Home Phone, *Street Address, *Date of Birth (with dropdowns for month and day), *Gender (M/F), Area Cd, Mobile Phone, *City, *State (pre-filled with NC), *Zip Code, E-Mail Address, Area Cd, and Work Phone. Below this is a section titled 'Please check all activities for which you wish to volunteer.' with three columns: Level 0 (volunteer activity does not include direct contact with or supervision of students), Level 1 (volunteer activity includes direct contact with and controlled access to students), and Level 2 (volunteer activity includes direct contact with and supervision of students for extended periods). Activities listed include Athletics Boosters, Band Boosters, Classroom Parties, Health Room Assistant, Instructional Volunteer, Mentor Program, Reading/Program Buddy, Remediation/Tutoring, School Chaparone, School Office Clerical Assistant, and Volunteer Athletics Coach, among others.

You will be required to enter personal information for the school district background check. This information is entered into a secure server.

This section is titled 'Information required for criminal background check:'. It includes an 'Identification:' section with a Social Security # field (format: [][]-[][]-[][][][]), a Race section with radio buttons for African American, American Indian/Alaskan Native, Asian, Hispanic/Latino, Multi-Racial, Native Hawaiian/Pacific Islander, Other, and White, and fields for Maiden Name, I-94 US Visa #, Drivers License/State ID #, and State for ID Above. Below this is a section 'Please list previous addresses in the US outside of North Carolina in the past 10 years:' with a table for State, County, Street Address/City, and # of Years. At the bottom, there are radio buttons for 'Are you an employee of this school system?' (Yes/No) and 'Are you a retiree of this school system?' (Yes/No).

You may select up to 3 schools for which you want to volunteer. If you have students at any of these schools, click on Yes and then enter the student information.

This section is titled 'School and Student Information'. It contains three identical blocks for School #1, School #2, and School #3. Each block has a 'Select' dropdown menu for the school name and a question: 'Are you the parent or guardian of a child at this school?' with radio buttons for 'Yes' and 'No'.

Authorize the disclosure for background purposes.

This section is titled 'Authorizations and Disclosures'. It contains a paragraph of text: 'I affirm that I have not been convicted of any felony. I am not currently under indictment for any felony or misdemeanor offense. I hereby give my voluntary consent to a criminal history check. By selected "I authorize" in the box below, I empower this school system to be my designated representative for the purpose of obtaining my criminal history record information maintained by law enforcement agencies.' Below this is another paragraph: 'I understand that certain information obtained as a result of the criminal history check may preclude my participation in the school system. I waive any claim for damages or injury against the school system or the provider of the report, except as mandated by the Fair Credit Reporting Act.' At the bottom, there is a 'Select One:' section with radio buttons for 'I authorize' and 'I do not authorize and wish to cancel my volunteer application', and an 'Electronic Signature' field with the text 'mmouse@app-garden.com'.

Submit your request. Your request will go through the Central Office approval process and you will be notified of your volunteer status.

This section contains two buttons: 'Submit' and 'Label', both with a 3D effect and a shadow.

