

# Interested in becoming a CPS Volunteer?

Please follow the steps listed below. As of September 1st, Volunteer Programs will no longer accept paper applications. 10/14/2015 CPS : Family and Community Engagement (FACE) : Volunteer Programs

<http://www.cps.edu/FACE/Pages/VolunteerPrograms.aspx> 2/4 The Volunteer Process

1. Volunteer submits online application to Volunteer Programs and photo ID  
English: Form Interest Volunteer (<http://goo.gl/forms/gXhB8nv6Fm>) Spanish: Formulario de Intrés de Voluntario (<http://goo.gl/forms/W2qwiqKFUh>)

2. Volunteer Programs confirms, per Volunteer Policy (</FACE/Documents/BoardApprovedVolunteerPolicy.pdf>), if they are a Level 1 or Level 2 volunteer.

3. Level 1 Volunteers will proceed to the next steps: Volunteers will receive the NEW prepopulated Fingerprint Form from Volunteer Programs to take to any Accurate Biometrics location <http://www.accuratebiometrics.com/> (<http://www.accuratebiometrics.com/>). They will also receive the TB form, if applicable (5 hours or more per week).

4. Volunteers will be instructed to submit their Accurate Biometrics receipt to [volunteer@cps.edu](mailto:volunteer@cps.edu) (<mailto:volunteer@cps.edu>). This will allow Volunteer Programs to track their results.

5. Once all documentation has been submitted, if approved, Level 1 Volunteers will receive an approval letter stating they are cleared to start volunteering.

6. Level 2 Volunteers are processed as soon as possible and will receive a letter from Volunteer Programs stating they are approved to start volunteering.

\*CPS completes a background check and will accept or decline a volunteer. For more information on how to volunteer, please contact Volunteer Programs at (773)553-1544 or send an email to [volunteer@cps.edu](mailto:volunteer@cps.edu) (<mailto:volunteer@cps.edu>).