



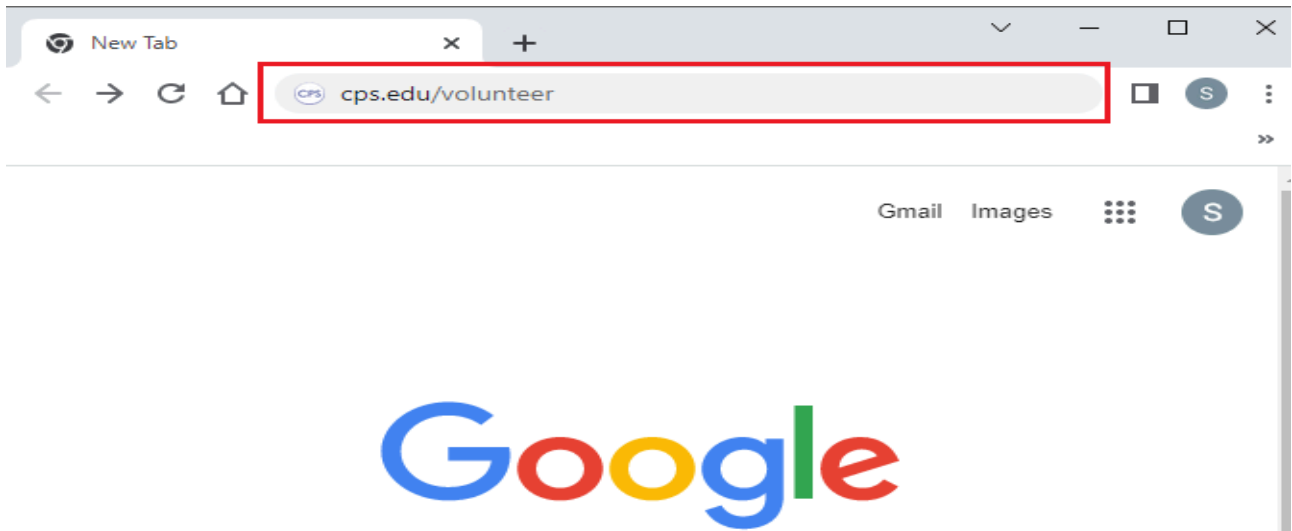
Family and Community Engagement



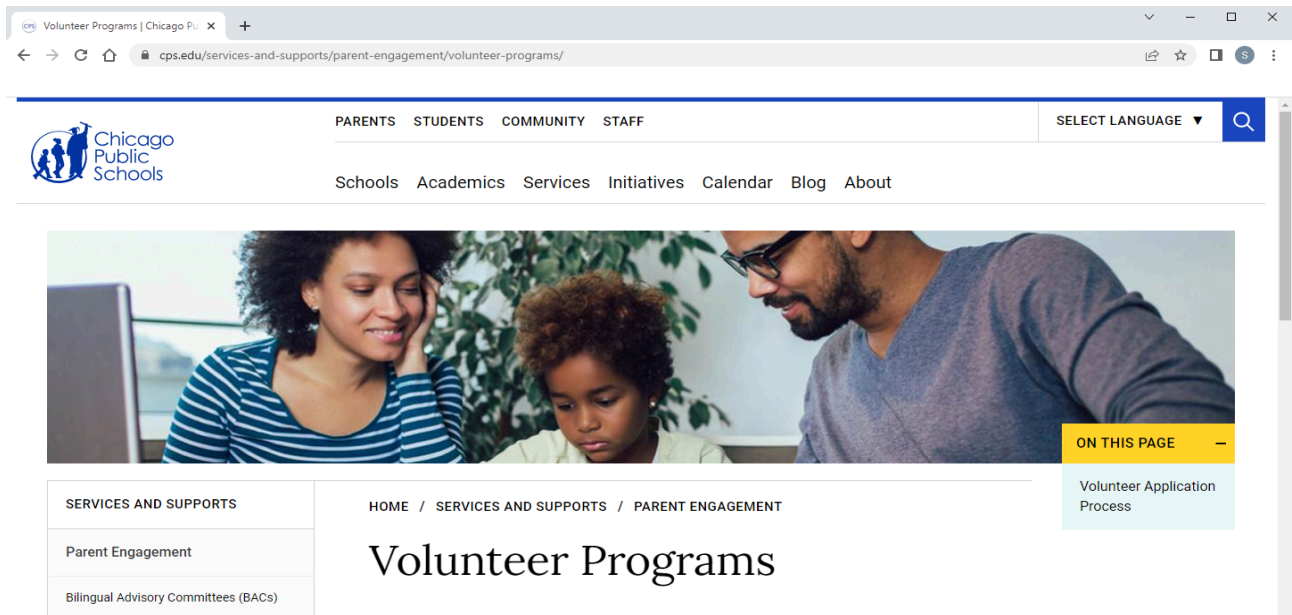
## STEP BY STEP WITH CIVICORE

### New Volunteers - How apply

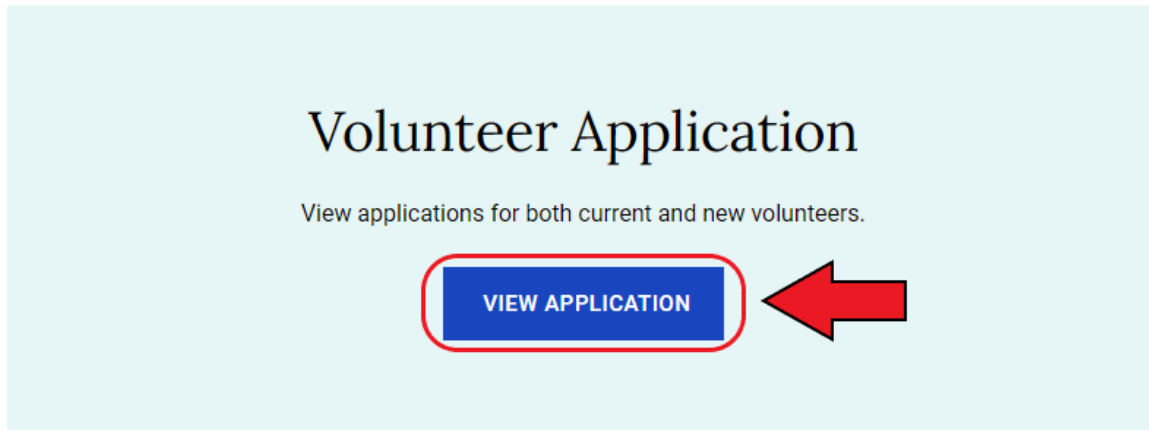
**Step 1:** Visit [cps.edu/volunteer](https://cps.edu/volunteer).



### **Step 2:** Volunteer Website



**Step 3:** Click "View Application"



**Step 4:** Click 'New Volunteer'.

**Step 5:** Please fill out the required fields in the Basic Information section. To eliminate delays or issues with the volunteer process, make sure you type your **Legal First Name** and **Legal Last Name**.

**Basic Information**

Primary Household Contact

\* Legal First Name: Johnny

\* Legal Last Name: Smith

Middle Name: [Empty]

Preferred Name/Nickname: John

Suffix: -- Select --

\* Date of Birth: 01/01/2000 [Calendar icon]

Ethnicity: -- Select --

Are you volunteering on behalf of a student currently enrolled in Chicago Public Schools?  
-- Select --

**Step 6:** Do you have a preferred name? If so, type your preferred name below the Legal First Name field.

**Basic Information**

Primary Household Contact

\* Legal First Name: Johnny

\* Legal Last Name: Smith

Middle Name:

Preferred Name/Nickname: John

Suffix: -- Select --

\* Date of Birth: 01/01/2000

Ethnicity: -- Select --

Are you volunteering on behalf of a student currently enrolled in Chicago Public Schools?  
-- Select --

**Step 7:** Please fill out the required fields in the Additional Information section.

**Additional Information**

\* Home Address 1: 42 W Madison

Home Address 2:

\* Home City: Chicago

\* Country: USA

\* Home State: Illinois

\* Home Zip code: 60602

\* Cell phone: 773-555-5555

Home phone: ### ##-####

Work phone: ### ##-####

Work phone ext.:

**Step 8:** Please enter the email and password you will use to login into Civicore. Make sure that the Password field and confirm Password field match.

**Login Information**

*The email and password you enter here will become your login information once you are approved as a volunteer. Please note the information so you have them ready upon log in.*

* Email address <input type="text" value="JohnnySmith@Email.com"/>	Alternate email address <input type="text" value="JohnSmith00@Email.com"/>
* Password <input type="password" value="....."/>	* Confirm Password <input type="password" value="....."/>

**Final step:** 'Submit Application' button.

**Login Information**

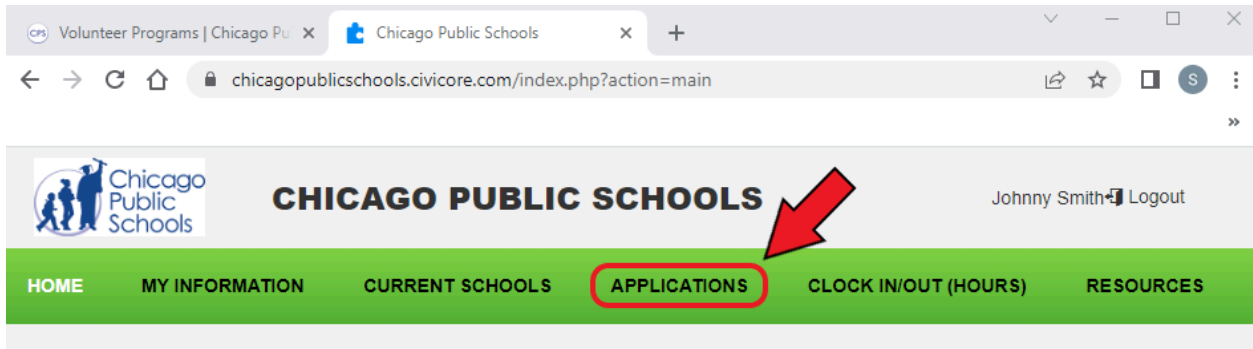
*The email and password you enter here will become your login information once you are approved as a volunteer. Please note the information so you have them ready upon log in.*

* Email address <input type="text" value="JohnnySmith@Email.com"/>	Alternate email address <input type="text" value="JohnSmith00@Email.com"/>
* Password <input type="password" value="....."/>	* Confirm Password <input type="password" value="....."/>

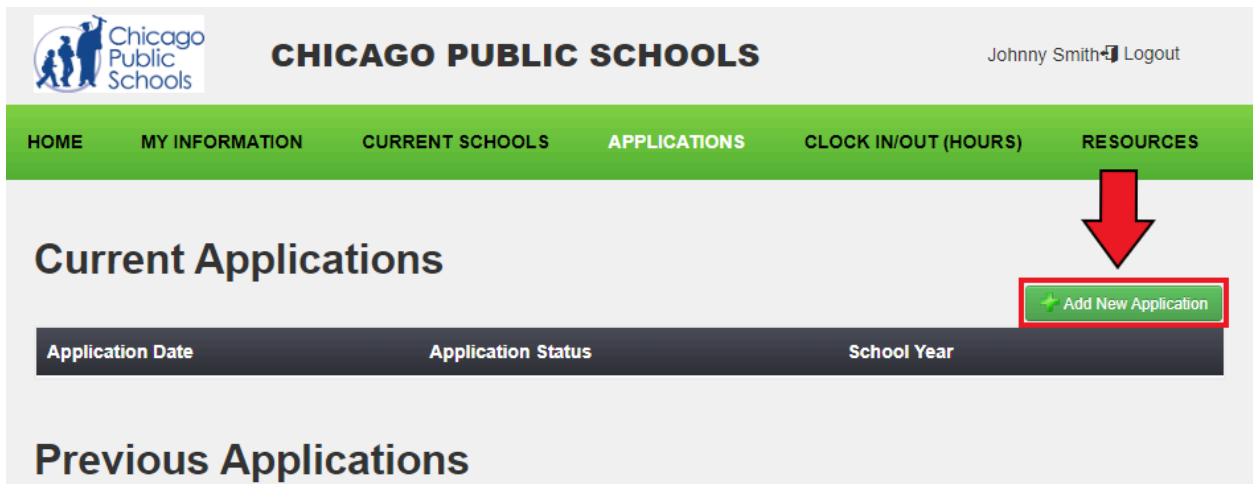
**\*Please see additional instructions below.**

## Create an application - Application for the new school year

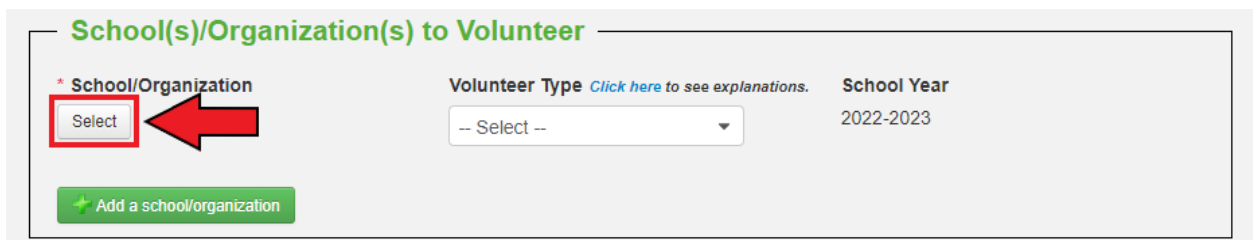
**Step 1:** Click on 'APPLICATIONS.'



**Step 2:** If you do not have any current applications, click 'Add new Application'.



**Step 3:** Please check that the required fields are correct and up to date. To add a new School/Organization, scroll down to the 'School(s)/Organization(s) to Volunteer' section. Click on the 'Select' button



**Step 4:** Please select your School/Organization by using the Short Name search field

Short Name  Type -- Show All --

Back Showing records 1 to 25 of 692 Next

Short Name	School/Organization Name	Type	
BRADWELL	Myra Bradwell Communications Arts & Sciences ES	School	Select this school
CARTER	William W Carter Elementary School	School	Select this school
CASALS	Pablo Casals Elementary School	School	Select this school
CHALMERS	Thomas Chalmers Specialty Elementary School	School	Select this school
CHICAGO ACADEMY ES	Chicago Academy Elementary School	School	Select this school
CURTIS	George W Curtis Elementary School	School	Select this school
DENEEN	Charles S Deneen Elementary School	School	Select this school
DEWEY	Dewey Elementary Academy of Fine Arts	School	Select this school
DODGE	Mary Mapes Dodge Elementary Renaissance Academy	School	Select this school
DULLES	John Foster Dulles Elementary School	School	Select this school
DVORAK	Dvorak Technology Academy	School	Select this school
FULLER	Melville W Fuller Elementary School	School	Select this school
GRESHAM	Walter Q Gresham Elementary School	School	Select this school
HARVARD	John Harvard Elementary School of Excellence	School	Select this school
HERZL	Theodore Herzl Elementary School	School	Select this school
HOWE	Julia Ward Howe Elementary School of Excellence	School	Select this school
JOHNSON	James Weldon Johnson Elementary School	School	Select this school

Close

**Step 5:** 'Select this school' or 'Select this Organization'.

Short Name  Type -- Show All --

Showing 1 record(s).

Short Name	School/Organization Name	Type	
LANE TECH HS	Albert G Lane Technical High School	School	Select this school

Close

**Step 6:** Click on the dropdown and select whether you are volunteering as a Level 1 or Level 2. If you would like to know the difference between a Level 1 or Level 2 volunteer, [Click Here](#)

**School(s)/Organization(s) to Volunteer**

\* **School/Organization**  
LANE TECH HS

**Volunteer Type** [Click here to see explanations.](#)  
Level I

**School Year**  
2022-2023

**Step 7:** If you would like to add another school/organization, click on 'Add a school/organization'. Repeat steps 3-6.

**School(s)/Organization(s) to Volunteer**

\* **School/Organization**  
LANE TECH HS

**Volunteer Type** [Click here to see explanations.](#)  
Level I

**School Year**  
2022-2023

**Step 8:** Once you have added all the schools/organizations, scroll down to the Additional Information section. Please select 'Yes' or 'No' if you are volunteering as a coach.

**School(s)/Organization(s) to Volunteer**

\* **School/Organization**  
LANE TECH HS

**Volunteer Type** [Click here to see explanations.](#)  
Level I

**School Year**  
2022-2023

**Additional Information**

**Are you a Chicago Public Schools employee?**  
 Yes  No

**Are you volunteering to coach?**  
No

**Type of Volunteer**  
-- Select --

**Step 9:** Continue scrolling down to the bottom of the page. Please select the boxes once all the information you have submitted is true and you have reviewed the Volunteer Policy.

\* I HEREBY CERTIFY that all statements made herein are true and correct and authorize investigation of all statements herein recorded. I release from all liability persons and organizations reporting information required by this application.

\* I have reviewed the [Volunteer Policy](#).

**Step 10:** Click 'Submit'

Education Level  
-- Select --

Emergency contact name

Emergency contact phone

\* I HEREBY CERTIFY that all statements made herein are true and correct and authorize investigation of all statements herein recorded. I release from all liability persons and organizations reporting information required by this application.

\* I have reviewed the [Volunteer Policy](#).


**References**

Reference 1 Name


Reference 1 Phone

Reference 2 Name

Reference 2 Phone



**Step 11: Note:** You should only have **ONE** application for the current school year. If you would like to add another school in the future, follow the steps below.

 **CHICAGO PUBLIC SCHOOLS** Johnny Smith Logout

HOME MY INFORMATION CURRENT SCHOOLS **APPLICATIONS** CLOCK IN/OUT (HOURS) RESOURCES

### Current Applications

Showing 1 record(s). [Add New Application](#)

Application Date	Application Status	School Year	
09/15/2022	Awaiting Admin Approval	2022-2023	<a href="#">Edit Fingerprint Info</a> <a href="#">view</a> <a href="#">edit</a>

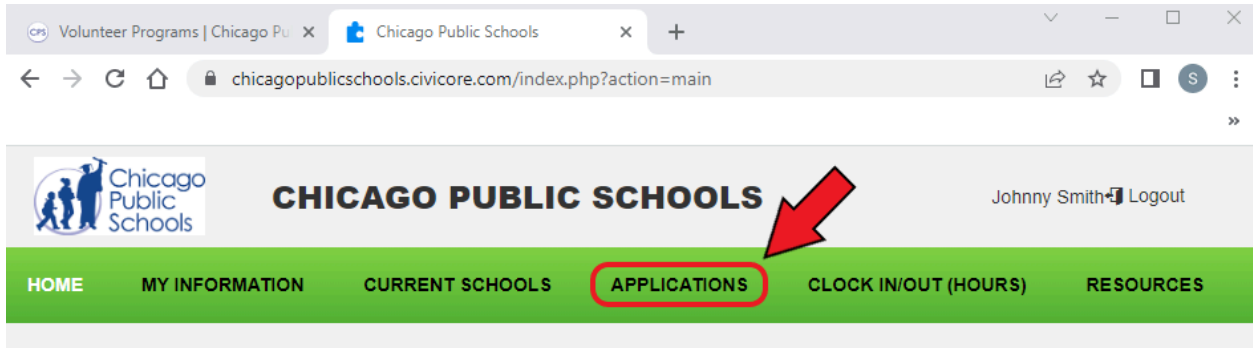
### Previous Applications

Application Date	Application Status	School Year
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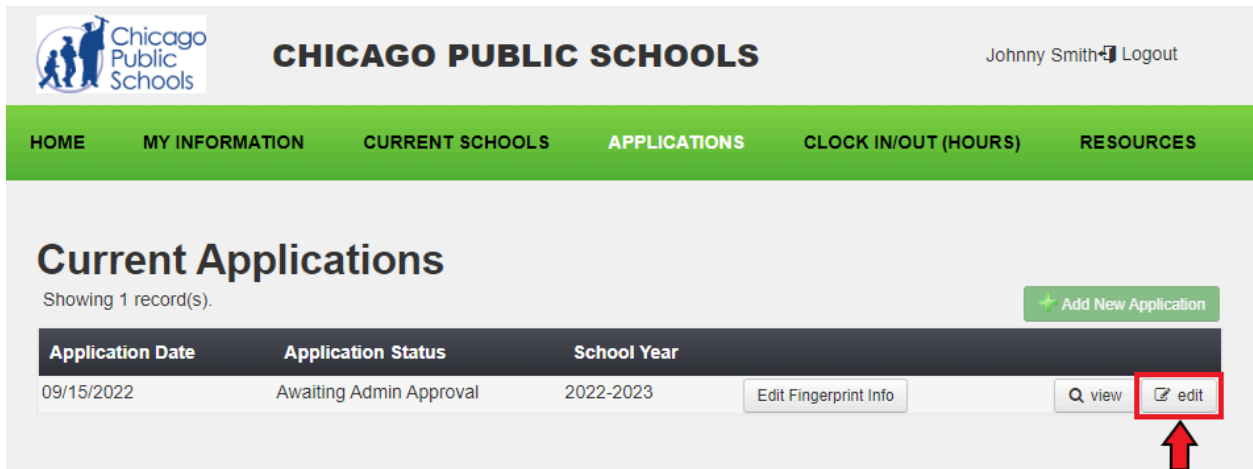


# Adding Additional Schools

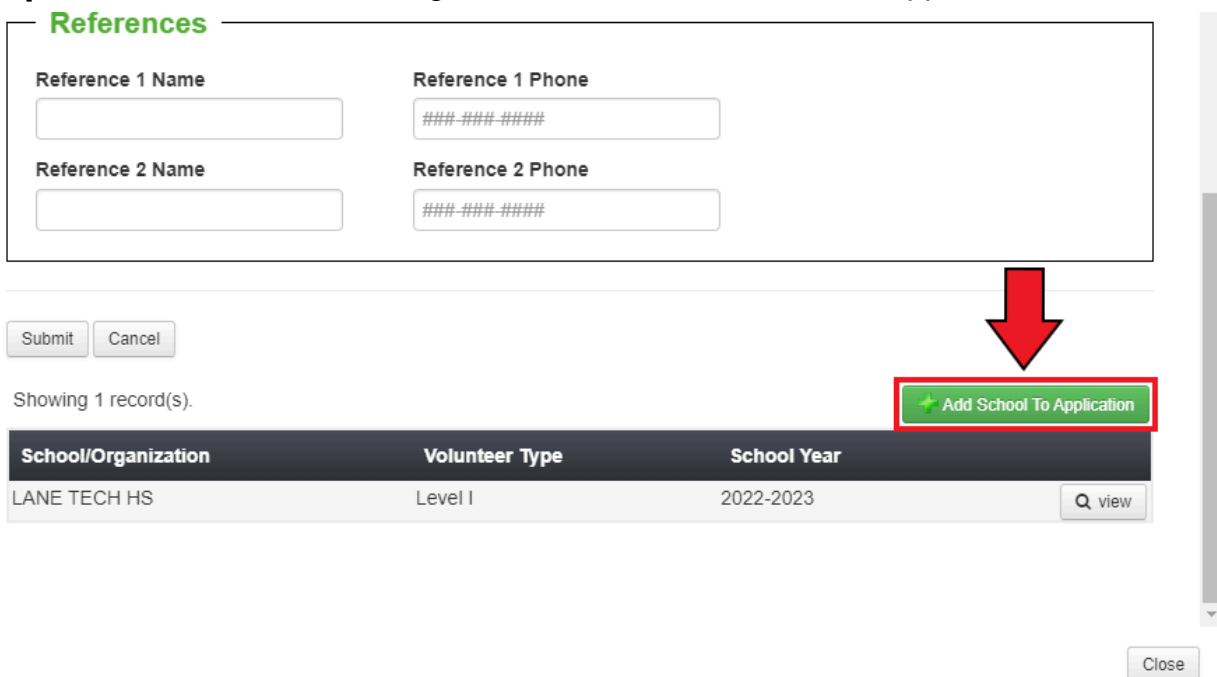
**Step 1:** Click on 'APPLICATIONS'.



**Step 2:** On your application, click 'edit'.



**Step 3:** To add a new school/organization, click 'Add School To Application'.



**Step 4:** A window will pop up. In this window, Click on the 'Select' button


\* School/OrganizationVolunteer Type [Click here to see explanations.](#)School Year

Select

-- Select --

2022-2023

Submit Cancel



**Step 5:** Another window will pop up. You may search for your School/Organization by using the Short Name search field

Short NameType

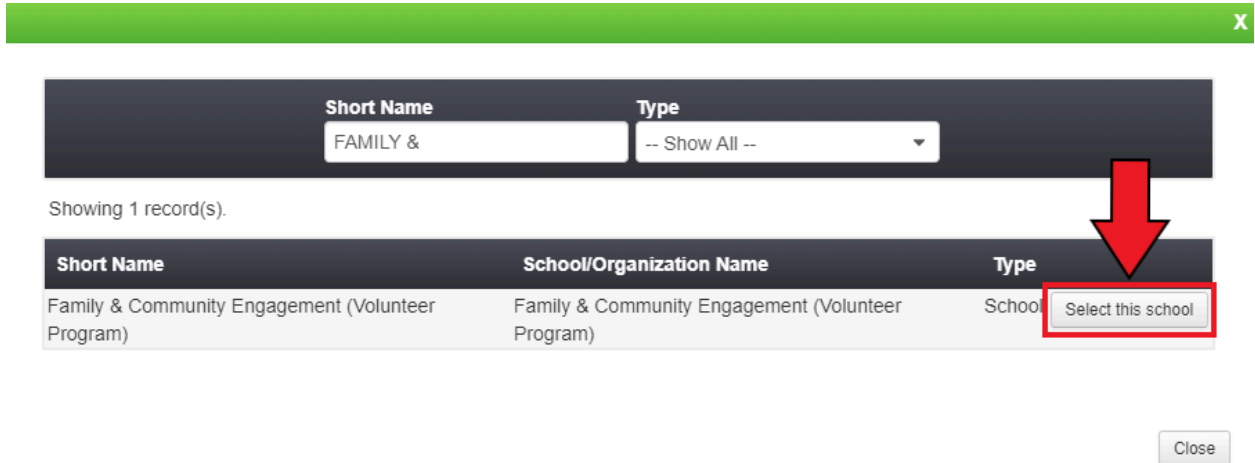
-- Show All --

Back Showing records 1 to 25 of 692 Next

Short Name	School/Organization Name	Type	
BRADWELL	Myra Bradwell Communications Arts & Sciences ES	School	Select this school
CARTER	William W Carter Elementary School	School	Select this school
CASALS	Pablo Casals Elementary School	School	Select this school
CHALMERS	Thomas Chalmers Specialty Elementary School	School	Select this school
CHICAGO ACADEMY ES	Chicago Academy Elementary School	School	Select this school
CURTIS	George W Curtis Elementary School	School	Select this school
DENEEN	Charles S Deneen Elementary School	School	Select this school
DEWEY	Dewey Elementary Academy of Fine Arts	School	Select this school
DODGE	Mary Mapes Dodge Elementary Renaissance Academy	School	Select this school
DULLES	John Foster Dulles Elementary School	School	Select this school
DVORAK	Dvorak Technology Academy	School	Select this school
FULLER	Melville W Fuller Elementary School	School	Select this school
GRESHAM	Walter Q Gresham Elementary School	School	Select this school
HARVARD	John Harvard Elementary School of Excellence	School	Select this school
HERZL	Theodore Herzl Elementary School	School	Select this school
HOWE	Julia Ward Howe Elementary School of Excellence	School	Select this school
JOHNSON	James Weldon Johnson Elementary School	School	Select this school

Close

**Step 6:** Once you have found the school/organization you would like to add, click on the right button that will either say 'Select this school' or 'Select this Organization'.



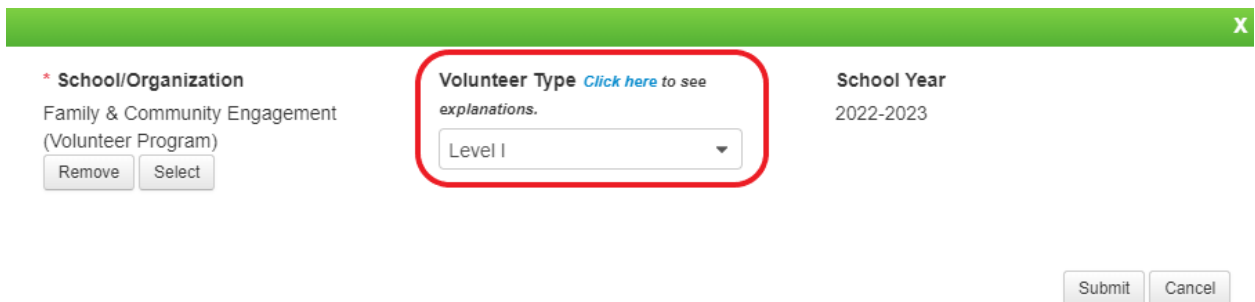
Short Name: FAMILY & Type: -- Show All --

Showing 1 record(s).

Short Name	School/Organization Name	Type
Family & Community Engagement (Volunteer Program)	Family & Community Engagement (Volunteer Program)	School <span>Select this school</span>

Close

**Step 7:** Click on the dropdown and select whether you are volunteering as a Level 1 or Level 2. If you would like to know the difference between a Level 1 or Level 2 volunteer, [Click Here](#)



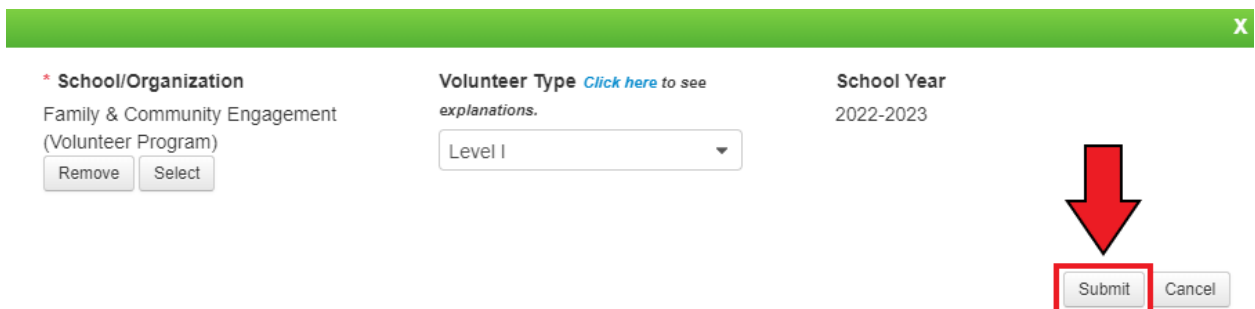
\* School/Organization: Family & Community Engagement (Volunteer Program) [Remove] [Select]

Volunteer Type [Click here to see explanations.](#) [Level I]

School Year: 2022-2023

[Submit] [Cancel]

**Step 8:** Click 'Submit'



\* School/Organization: Family & Community Engagement (Volunteer Program) [Remove] [Select]

Volunteer Type [Click here to see explanations.](#) [Level I]

School Year: 2022-2023

[Submit] [Cancel]

**Step 9:** You should see that your school/organization has been added. Click on the 'Close' button to finish the process. You have successfully added a new school/organization

**References**

Reference 1 Name	Reference 1 Phone
<input type="text"/>	<input type="text" value="### ### ##"/>
Reference 2 Name	Reference 2 Phone
<input type="text"/>	<input type="text" value="### ### ##"/>

Showing 2 record(s).

School/Organization	Volunteer Type	School Year	
LANE TECH HS	Level I	2022-2023	<input type="button" value="Q view"/>
Family & Community Engagement (Volunteer Program)	Level I	2022-2023	<input type="button" value="Q view"/>

