



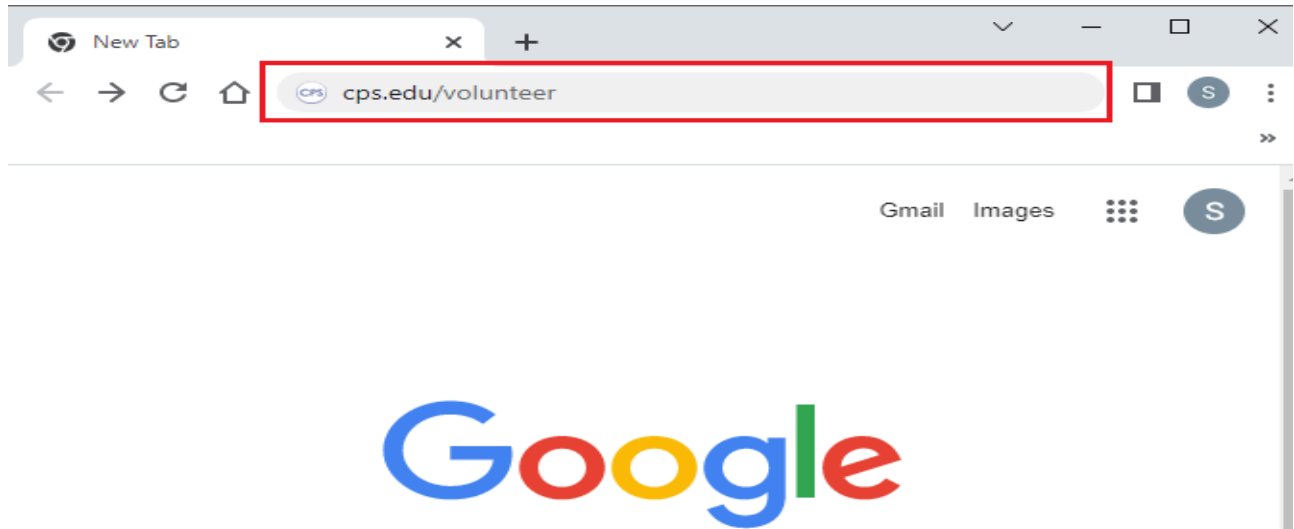
Family and Community Engagement



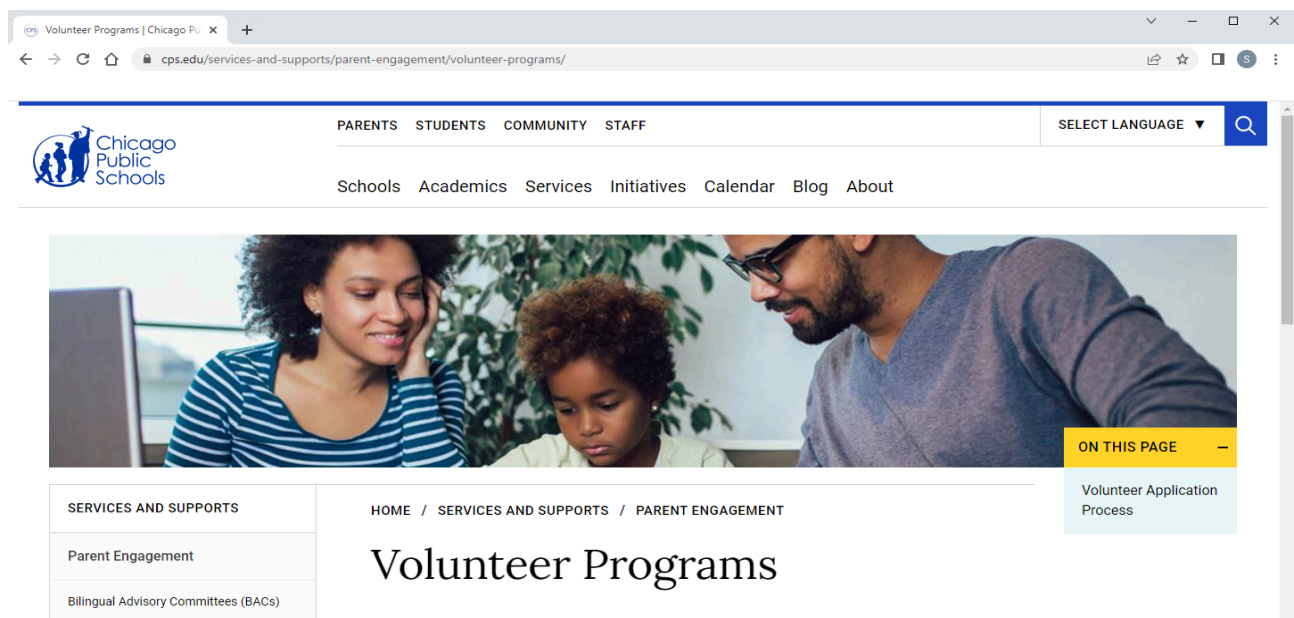
# STEP BY STEP WITH CIVICORE

## Returning Volunteers - How to Reapply

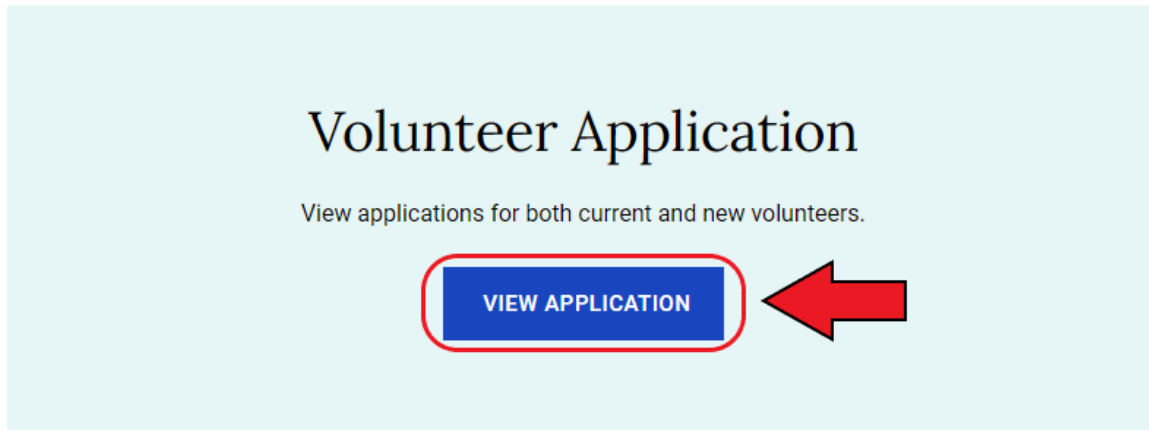
**Step 1:** Visit [cps.edu/volunteer](https://cps.edu/volunteer)



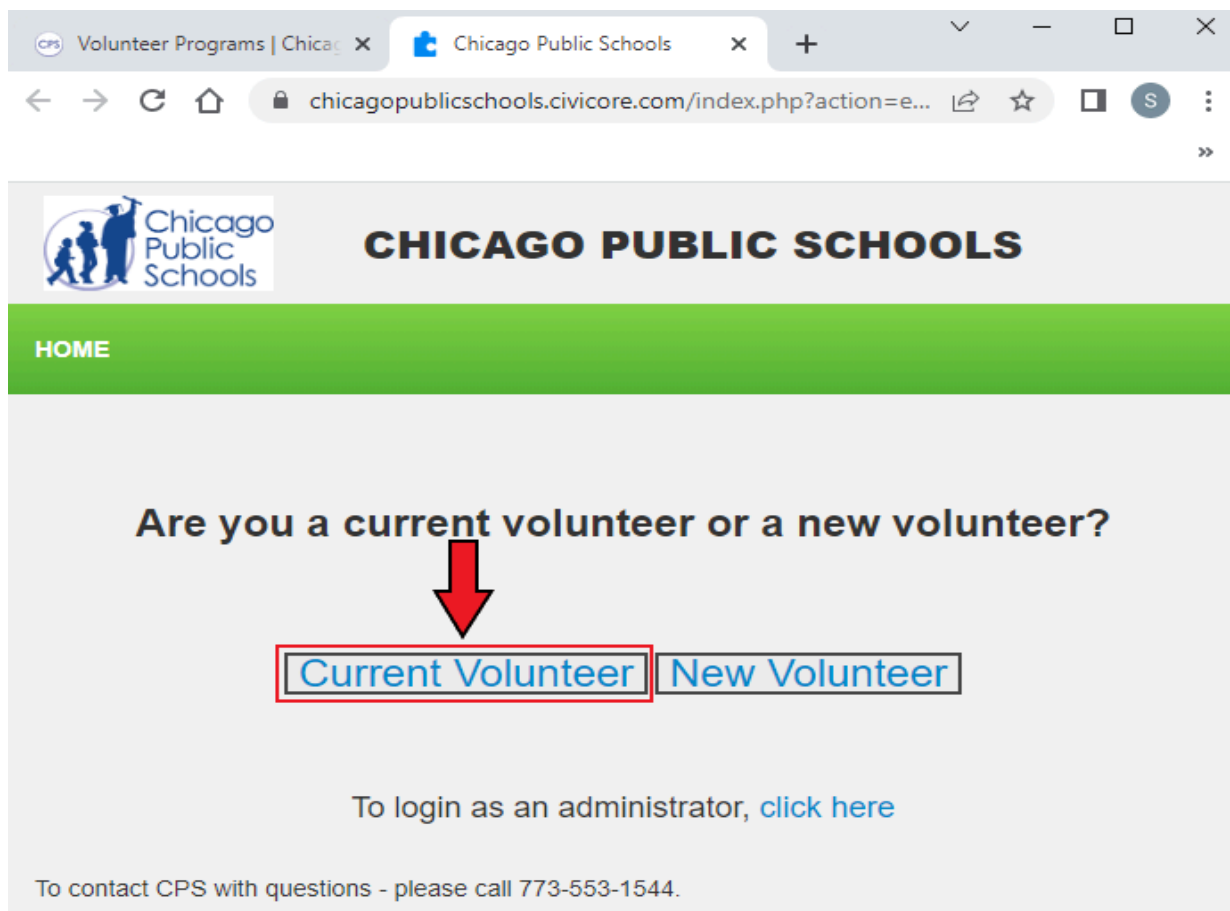
**Step 2:** Volunteer Website



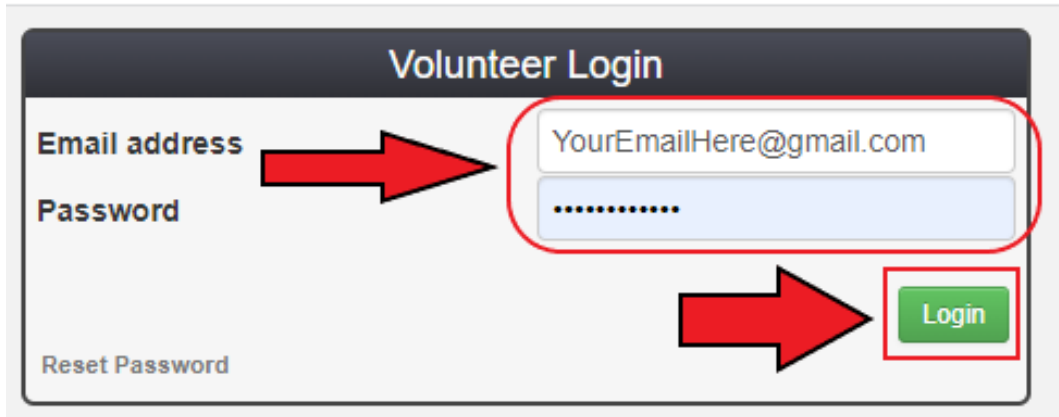
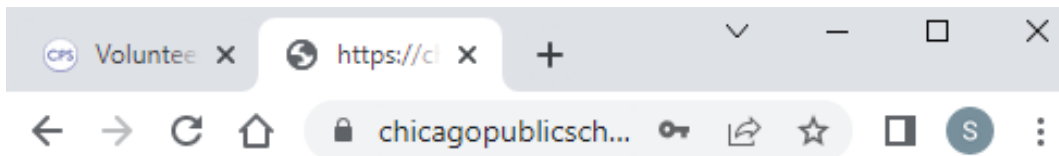
**Step 3:** Click "View Application"



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



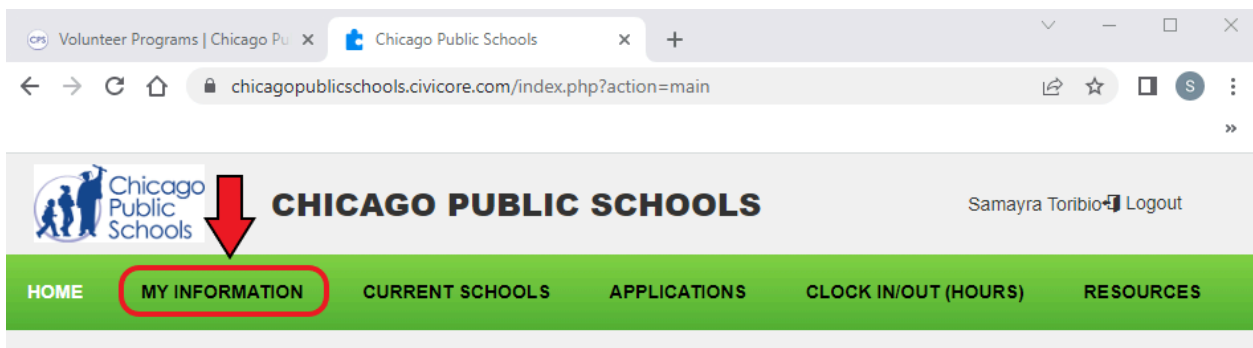
**Step 5:** Enter your email address and password



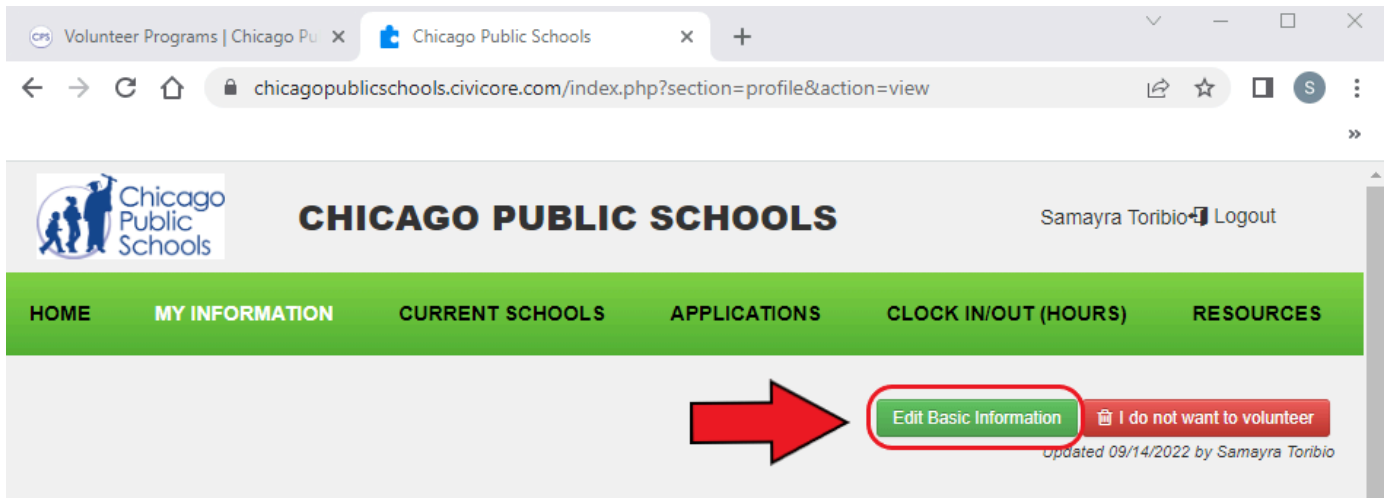
If you have forgotten your password, click on 'Reset Password'. An email will be sent to you to reset your password.



**Step 6:** Click on 'My Information.'



**Step 7:** To volunteer, click 'Edit Basic Information'. If you wish not to volunteer, click on the 'I do not want to volunteer' button. This will make your application inactive.



**Step 8:** Please double-check that the required fields are correct and up to date. 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

Volunteer Type  
Level I

\* Legal First Name  
Samayra

Middle Name

\* Legal Last Name  
Toribio

Preferred Name/Nickname  
Sammie

Suffix  
-- Select --

\* Date of Birth  
01/24/1990

Gender  
Female

Ethnicity  
Hispanic/Latino

Are you volunteering on behalf of a student currently enrolled in Chicago Public Schools?  
No

Are you volunteering on behalf of an organization?  
 Yes  No

**Step 9:** Do you have a preferred name? If so, type your preferred name below the Legal First Name field.

**Basic Information**

Primary Household Contact

**Volunteer Type**  
Level I

<b>* Legal First Name</b> Samayra	<b>Middle Name</b> 	<b>* Legal Last Name</b> Toribio
<b>Preferred Name/Nickname</b> Sammie	<b>Suffix</b> -- Select --	
<b>* Date of Birth</b> 01/24/1990	<b>Gender</b> Female	<b>Ethnicity</b> Hispanic/Latino

**Are you volunteering on behalf of a student currently enrolled in Chicago Public Schools?**  
No

**Are you volunteering on behalf of an organization?**  
 Yes  No

**Step 10:** Please check that all the fields are up to date. Make sure that the areas circled below reflect your current information.

### Contact Information

<b>Home Address 1</b> 42 W. Madison	<b>Home Address 2</b> 
<b>Home City</b> chicago	<b>Country</b> USA
<b>Home State</b> Illinois	<b>Home Zip code</b> 60602
<b>Home phone</b> ###-###-####	<b>Cell phone</b> 773-553-1544
<b>Work phone</b> ###-###-####	<b>Work phone ext.</b> 

### 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.*

<b>Email address</b> 	<b>Alternate email address</b> 
<b>Password</b> *****	<b>Confirm Password</b> *****

**Step 11:** After checking your information, click on the 'Submit' button.

Volunteer Programs | Chicago Pu x Chicago Public Schools x +

chicagopublicschools.civicore.com/index.php?section=profile&action=edit&fwID=164300

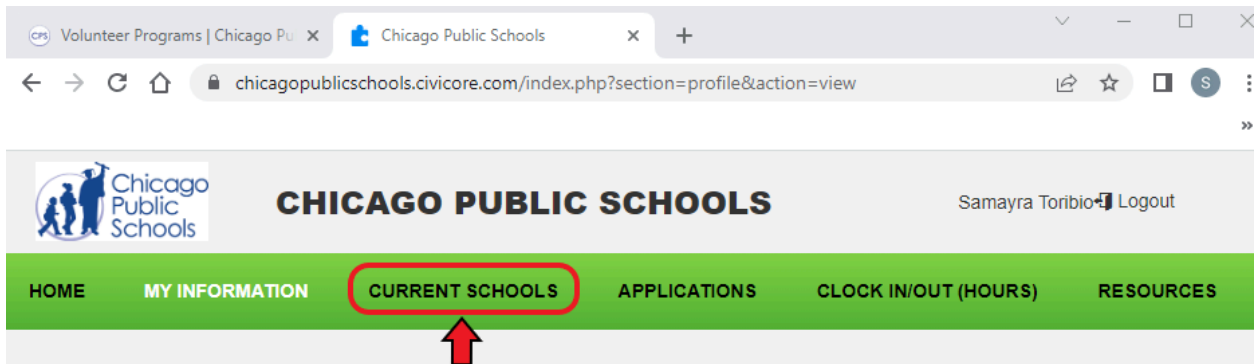
### Login Information

*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.*

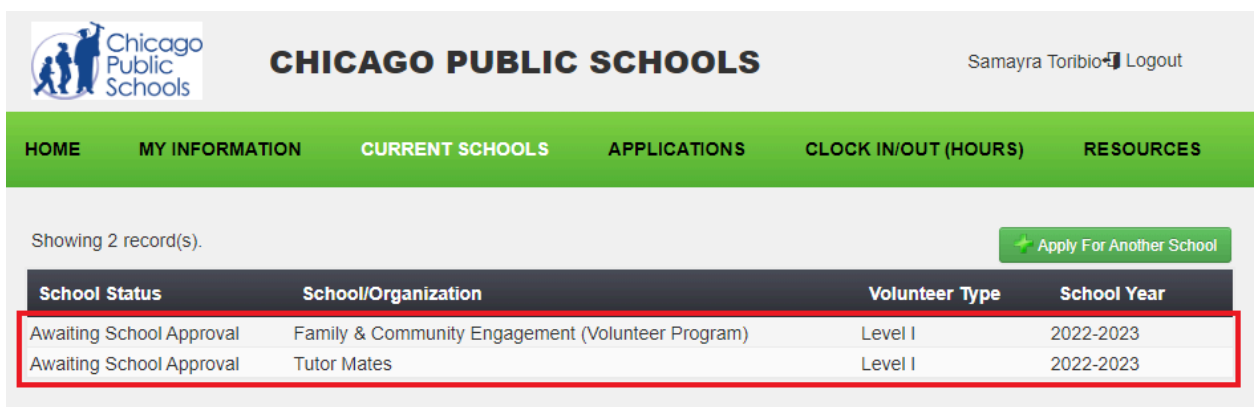
<b>Email address</b> Email here	<b>Alternate email address</b> 
<b>Password</b> *****	<b>Confirm Password</b> *****

**Submit** **Cancel**

**Step 12:** Click on 'CURRENT SCHOOLS'.

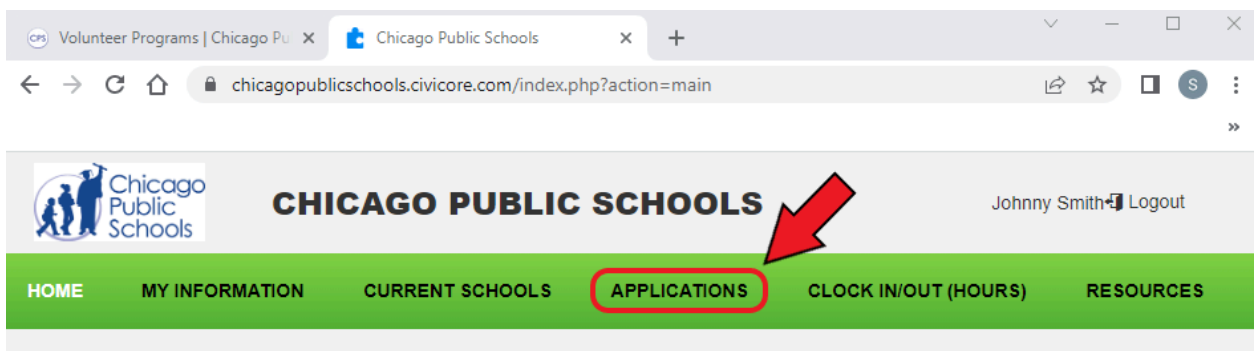


**Step 13:** Here, you can check your Schools/Organizations and volunteer level. If the level is incorrect, please contact the school to change your level. If you want to remove a school from your application, please contact us at Volunteer Programs at 773-553-1544.



## 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'.

## Current Applications


  

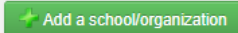

Application Date	Application Status	School Year
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## Previous Applications

**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

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

<b>* School/Organization</b> 	<b>Volunteer Type</b> <a href="#">Click here to see explanations.</a> <input type="text" value="-- Select --"/>	<b>School Year</b> 2022-2023
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**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 **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](#)

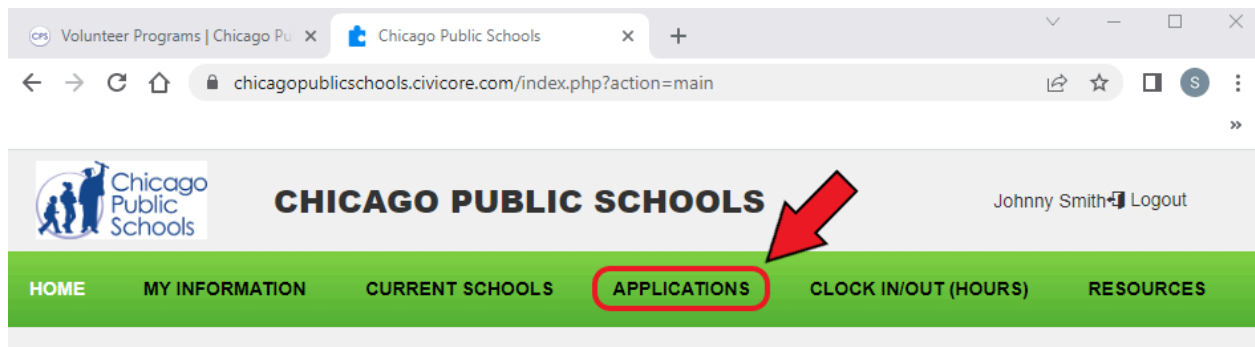
Application Date	Application Status	School Year		
09/15/2022	Awaiting Admin Approval	2022-2023	<a href="#">Edit Fingerprint Info</a>	<a href="#">view</a> <a href="#">edit</a>

### Previous Applications

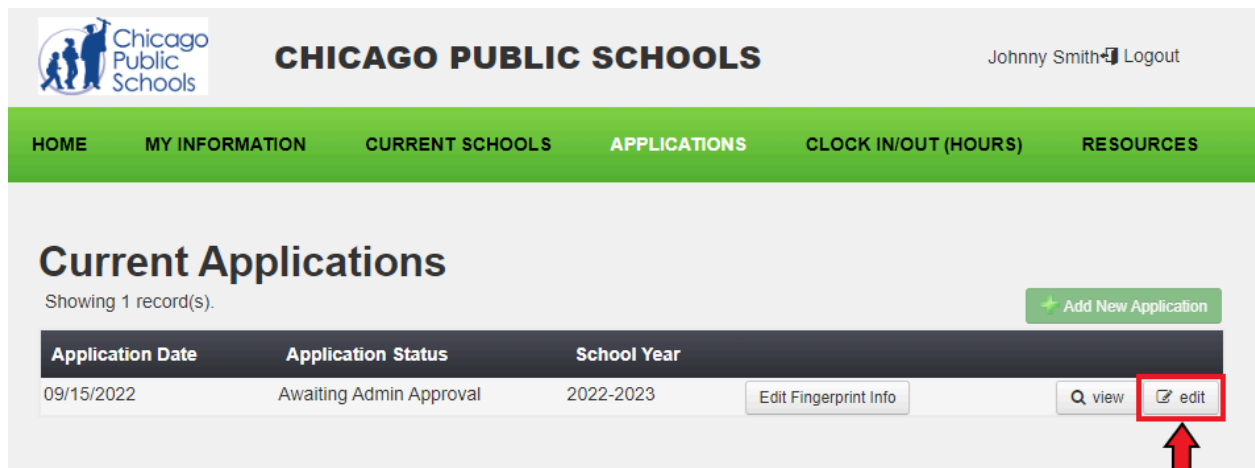
Application Date	Application Status	School Year
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## Adding Additional Schools

**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'.

**References**

Reference 1 Name  Reference 1 Phone

Reference 2 Name  Reference 2 Phone

Submit Cancel

Showing 1 record(s).

**Add School To Application**

School/Organization	Volunteer Type	School Year
LANE TECH HS	Level I	2022-2023

view

Close

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

**\* School/Organization**

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

**School Year** 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 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 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'.

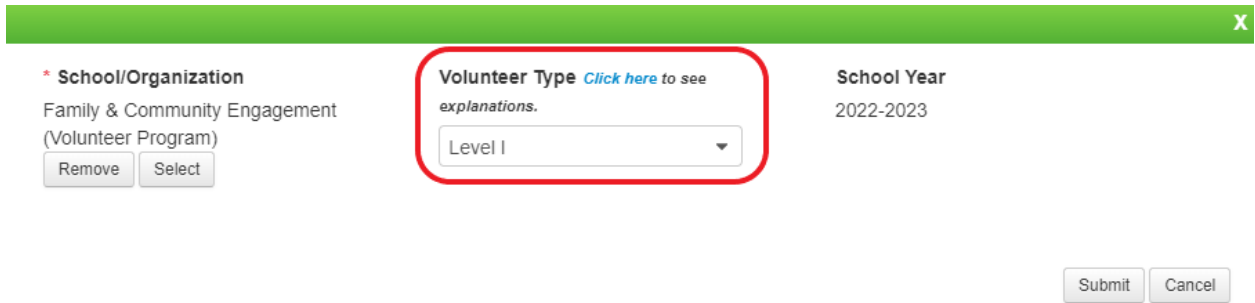
Short Name  Type -- Show All --

Showing 1 record(s).

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

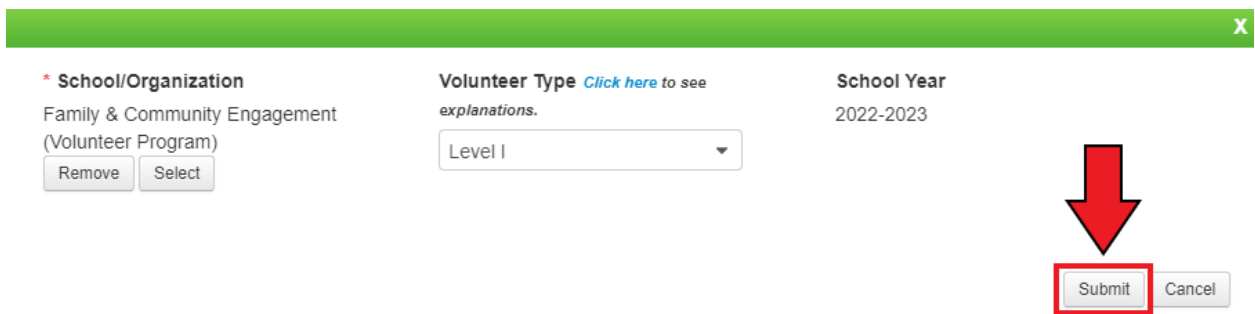
Close

**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](#)



A screenshot of a form with a green header bar containing an 'X' close button. The form has three main sections: 'School/Organization' with the text 'Family & Community Engagement (Volunteer Program)' and 'Remove'/'Select' buttons; 'Volunteer Type' with a dropdown menu showing 'Level I' and a link 'Click here to see explanations.'; and 'School Year' with the text '2022-2023'. At the bottom right, there are 'Submit' and 'Cancel' buttons. A red rounded rectangle highlights the 'Volunteer Type' dropdown menu.

**Step 8:** Click 'Submit'



A screenshot of the same form as above. In this view, the 'Submit' button at the bottom right is highlighted with a red rectangle. A large red arrow points downwards towards the 'Submit' button.

**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

### ### ###

Reference 2 Name

Reference 2 Phone

### ### ###

Submit

Cancel

Showing 2 record(s).

[Add School To Application](#)

School/Organization	Volunteer Type	School Year	
LANE TECH HS	Level I	2022-2023	<a href="#">view</a>
Family & Community Engagement (Volunteer Program)	Level I	2022-2023	<a href="#">view</a>



Close