

Instructions to complete Online Application for ADDitions School Volunteers Orange County Public Schools, Florida

New Applicants

1. Go to <http://volunteer.ocps.net>

Orange County Public Schools

HR & Executive Services Public Relations

Translate this page
Spanish
Microsoft[®] Translator

Community Resources
Connecting Individuals & Businesses with Schools
ADDitions School Volunteers
Partners IN EDUCATION

Achieving Educational Excellence Together

The strength of tomorrow's Central Florida community depends largely on the quality of education students receive today. Orange County educators believe that the school system and the community must work together to provide quality education.

The Community Resources office organizes volunteer efforts districtwide and serves all schools in the areas of recruitment, program development, recognition and more. Orange County's Community Resources – ADDitions School Volunteers and Partners in Education programs – provide the perfect avenue for individuals and organizations to become involved with education in Orange County Public Schools.

Register today to be an ADDitions School Volunteer and/or a Partner in Education.

Become Involved
Volunteer Opportunities
Ways to volunteer in Orange County Public Schools

School Volunteer News
100+ Eccleston Grandparents Participate in Grandparent's Day

College Volunteer Students
Click on button for instructions

Have a Deal to Offer?
D&D DISCOUNTS+DEALS

Discounts & Deals!
Reach as many as 22,000 OCPS employees with your special offer or discount.

Fuel My School
Make a School's Wish Come True
Make a difference by supporting education. Click on the link to grant a school's wish. You will be directed to Fuelmyschool.com, the official host of our schools' needs.

- Awards & Recognition
- Be There
- Business Partners
- Coordinators
- Mentoring Programs
- School Volunteers
- Staff

2. From left side of page, click on sixth tab - *School Volunteers*.

Orange County Public Schools

HR & Executive Services Public Relations

Translate this page
Spanish
Microsoft[®] Translator

Community Resources
Connecting Individuals & Businesses with Schools
ADDitions School Volunteers
Partners IN EDUCATION

Achieving Educational Excellence Together

The strength of tomorrow's Central Florida community depends largely on the quality of education students receive today. Orange County educators believe that the school system and the community must work together to provide quality education.

The Community Resources office organizes volunteer efforts districtwide and serves all schools in the areas of recruitment, program development, recognition and more. Orange County's Community Resources – ADDitions School Volunteers and Partners in Education programs – provide the perfect avenue for individuals and organizations to become involved with education in Orange County Public Schools.

Register today to be an ADDitions School Volunteer and/or a Partner in Education.

Become Involved
Volunteer Opportunities
Ways to volunteer in Orange County Public Schools

School Volunteer News
100+ Eccleston Grandparents Participate in Grandparent's Day

College Volunteer Students
Click on button for instructions

Have a Deal to Offer?
D&D DISCOUNTS+DEALS

Discounts & Deals!
Reach as many as 22,000 OCPS employees with your special offer or discount.

Fuel My School
Make a School's Wish Come True
Make a difference by supporting education. Click on the link to grant a school's wish. You will be directed to Fuelmyschool.com, the official host of our schools' needs.

- Awards & Recognition
- Be There
- Business Partners
- Coordinators
- Mentoring Programs
- School Volunteers
- Staff

3. You will see ADDitions page. Scroll down and click on **Online Application or Check Application Status** (this is a single button).

OC PS Orange County Public Schools

Sign In

HR & Executive Services Public Relations Community Resources

Search this site...

Translate this page
Spanish
Microsoft® Translator

Home Student Parent Community Employee

ADDitions
School Volunteers

School volunteers are extra-special people who are committed to making schools the best they can be. They offer special attention and caring that can inspire students to reach for and realize their dreams.

This program is a component of the ADDitions program. School volunteers work at the schools of their choice and participate in activities that match their interests, such as assisting teachers in the classroom, designing bulletin boards, working with students, serving as computer tutors, working with art classes, or helping out in the office or media center.

Every school in the county needs volunteers. From elementary to high schools to alternative and exceptional education centers, educators value the time and special talents of volunteers, and welcome them into the classroom.

Be a school volunteer and help make students' dreams come true.

Online Application Or Check Application Status **Check In / Check Out**

Chaperone Application
Download and Print Chaperone Application

ADDitions Code of Ethics OCPs.pdf
ADDitions Volunteer Guidelines.pdf
Bullying and Harassment.pdf
Reporting Child Abuse.pdf

Outstanding Volunteers 2013

ADDITIONS VOLUNTEERS 2013 | KERRYS DAVIS
ADDITIONS VOLUNTEERS 2013 | SUZANNE INSLEY
ADDITIONS VOLUNTEERS 2013 | ANN CLEMENT

4. Once on this page, scroll down and click on **Click Here to Proceed to Volunteer Management System**.

OC PS Orange County Public Schools

Sign In

HR & Executive Services Public Relations Community Resources

Search this site...

Translate this page
Spanish
Microsoft® Translator

Home Student Parent Community Employee

ADDitions
School Volunteers

STOP

In Order To:

- = Apply as a new volunteer
- = Update your application for the current schoolyear
- = Check the status of your application

Login to the Volunteer Management System. In the boxes below.

IMPORTANT – PLEASE READ PRIOR TO REGISTERING SAFE SCHOOL ZONE CRITERIA

OCPs conducts criminal history background checks on employees and volunteers. The following link identifies the criminal offenses, which may disqualify an individual from serving as an Orange County Public School volunteer as prescribed by **OCPs Volunteer Eligibility Statement and Criminal History Review/Appeal process and instructions**.

If the ADDitions Coordinator of your registered school does not contact you, applicants are encouraged to check the registration system for your status within one to two weeks of the submission.

[Volunteer Management System \(opens in new window\)](#)

Click Here To Proceed To Volunteer Management System

5. At the top of this page, you will see **Click Here To Proceed To Registration Instructions - don't click on the link just Scroll down to see colored boxes with information for "New Volunteers" and "Previous Volunteers."**

The screenshot shows the Orange County Public Schools website. At the top, there is a navigation bar with links for Home, Student, Parent, Community, and Employee. Below this is a search bar and a language selection dropdown set to Spanish. The main content area features a large heading: "Click Here To Proceed To Registration Instructions". Below the heading, the date "Thursday, October 03, 2013 COUNTY WIDE" is displayed. The central focus is a "Volunteer Management System" form. This form is divided into two columns. The left column contains instructions for "New Volunteers" and "Previous Volunteers". The right column contains a "Volunteer Program Login" section with input fields for "SSN:" and "DOB:" and a "Login" button. Below the form, there are instructions on how to use the system and a list of troubleshooting steps for users on American On-Line.

Volunteer Management System

New Volunteers: Please enter your Social Security Number and Date of Birth. You will be prompted to complete a new Volunteer Application.

Previous Volunteers: Enter your Social Security Number and Date of Birth. Your previous application will be loaded and you can update it and be re-activated for the current School Year.

For assistance, contact your volunteer coordinator.

Volunteer Program Login

For information regarding the collection, use or release of Social Security Numbers of volunteers please click [here](#).

SSN:

DOB:

To use this system: Javascript must be Enabled in your browser. [Click for Help.](#)

If you are using American On-Line to access this program and experience problems:

- Minimize AOL
- Open Microsoft Internet Explorer
- Copy the following web address: <http://volunteer.ocps.net>

6. **New Volunteers: Enter social security number (please do not use dashes) and date of birth (birth year is 4 numbers), then click *Login*.**

This screenshot is identical to the one above, but with two black arrows pointing to the input fields in the "Volunteer Program Login" section. One arrow points to the "SSN:" field, and the other points to the "DOB:" field. The SSN field contains the text "*****" and the DOB field contains the text "06231967".

Volunteer Management System

New Volunteers: Please enter your Social Security Number and Date of Birth. You will be prompted to complete a new Volunteer Application.

Previous Volunteers: Enter your Social Security Number and Date of Birth. Your previous application will be loaded and you can update it and be re-activated for the current School Year.

For assistance, contact your volunteer coordinator.

Volunteer Program Login

For information regarding the collection, use or release of Social Security Numbers of volunteers please click [here](#).

SSN: *****

DOB: 06231967

To use this system: Javascript must be Enabled in your browser. [Click for Help.](#)

If you are using American On-Line to access this program and experience problems:

- Minimize AOL
- Open Microsoft Internet Explorer
- Copy the following web address: <http://volunteer.ocps.net>
- Paste or type it into the address area of the Microsoft Internet Explorer browser window

7. You will now see "ADDitions School Volunteer Program 2013-14. **Items in Red Are Required** Complete the entire application (Scroll down the entire page to be sure that all questions in red are answered.)

8. After you have answered all the questions in red, you will see the heading "Volunteer Information." Below the heading, you will see the question, ***At which school do you want to volunteer?** Click on the down arrow and select from the list of Orange County Public Schools.

9. Once you have finished selecting your school(s), you will see several "I have read and agree..." statements. When this section is completed, click on the *Preview* button at the bottom of the page. The information you have entered will appear.

OC PS Orange County Public Schools

Sign In

As a mentor, in which subjects do you feel most competent?
Science
Social Studies

Is there any area in which you definitely do not wish to work?

How often are you willing to serve in the volunteer program?

I understand that I am offering my services to the Orange County Public Schools without compensation. Once I become an OCPS volunteer, I agree to abide by all school board rules, regulations and policies, either published or in effect by usage and all rules, regulations and laws of the State of Florida as may be required by Florida Statutes, Florida State Board of Education, and the School Board of Orange County Florida. It is the policy of Orange County Public Schools to conduct criminal history background checks for individuals who participate in volunteer activities. As such, the Orange County School Board will request you to provide your social security number to conduct such check. I agree and consent to usage of my social security number for such background screening purposes. Additionally, as an applicant to become an ADDitions school volunteer or subsequent to being approved to work as an ADDitions school volunteer you may be randomly selected to submit to the digital fingerprinting process as conducted by Orange County Public Schools. **By submitting this form, I understand and agree to the above provisions and have reviewed the safety information section and have provided correct information.**

I have read and agree to abide by the ADDitions Code of Ethics policy.
To view the document, click on the ADDitions Code of Ethics

I have read and agree to abide by the Volunteer Guidelines
To view the document, click on the Volunteer Guidelines

I have read and agree to abide by the Bullying Policy
To view the document, click on the Bullying Policy link

I have read and agree to abide by the Reporting of Child Abuse or Suspected Abuse.
To view the document, click on the Reporting of Child Abuse or Suspected Abuse

10. You will then see the Preview button. Click on Preview to see your entries, including the list of school(s) where you wish to volunteer.

OCPS Orange County Public Schools

Sign In

As a mentor, in which subjects do you feel most competent?
Science
Social Studies

Is there any area in which you definitely do not wish to work?

How often are you willing to serve in the volunteer program?

I understand that I am offering my services to the Orange County Public Schools without compensation. Once I become an OCPS volunteer, I agree to abide by all school board rules, regulations and policies, either published or in effect by usage and all rules, regulations and laws of the State of Florida as may be required by Florida Statutes, Florida State Board of Education, and the School Board of Orange County Florida. It is the policy of Orange County Public Schools to conduct criminal history background checks for individuals who participate in volunteer activities. As such, the Orange County School Board will request you to provide your social security number to conduct such check. I agree and consent to usage of my social security number for such background screening purposes. Additionally, as an applicant to become an ADDitions school volunteer or subsequent to being approved to work as an ADDitions school volunteer you may be randomly selected to submit to the digital fingerprinting process as conducted by Orange County Public Schools. **By submitting this form, I understand and agree to the above provisions and have reviewed the safety information section and have provided correct information.**

I have read and agree to abide by the **ADDitions Code of Ethics policy**.
To view the document, click on the ADDitions Code of Ethics

I have read and agree to abide by the **Volunteer Guidelines**
To view the document, click on the Volunteer Guidelines

I have read and agree to abide by the **Bullying Policy**
To view the document, click on the Bullying Policy link

I have read and agree to abide by the **Reporting of Child Abuse or Suspected Abuse**.
To view the document, click on the Reporting of Child Abuse or Suspected Abuse

Preview

11. If you wish to edit your information, click on the *Edit* button seen at the top of the page. If everything is correct, click on *Submit*.

OCPS Orange County Public Schools

Sign In

HR & Executive Services Public Relations Community Resources School Volunteers

Search this site...

Home Student Parent Community Employee

Thursday, October 03, 2013 COUNTY WIDE

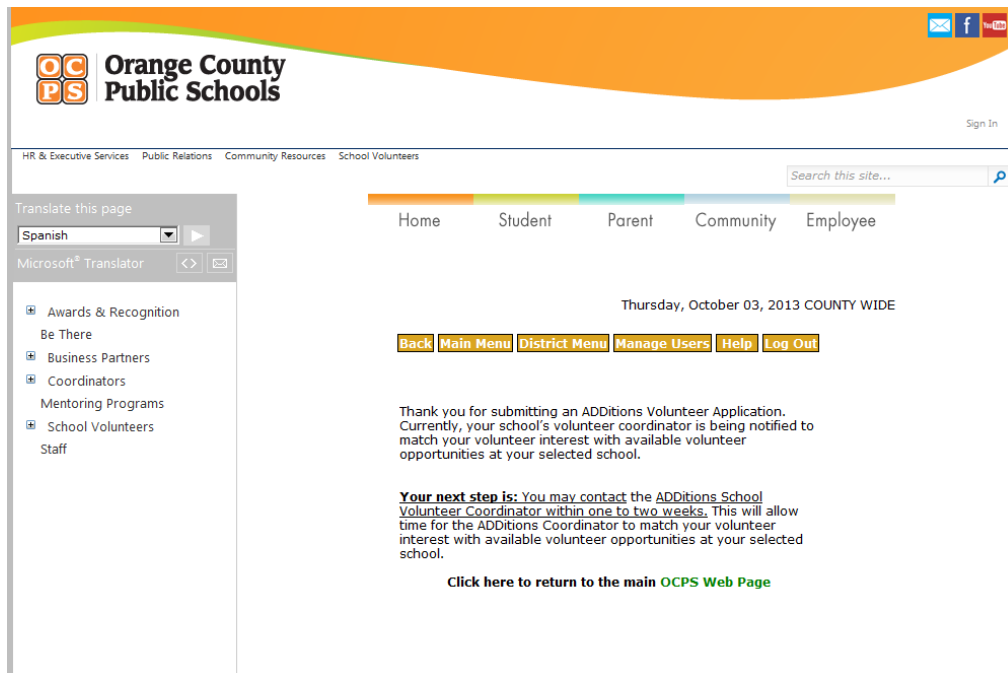
Back Main Menu District Menu Manage Users Help Log Out

To correct any errors click: Edit

Click the SUBMIT button to process the application. submit

Personal Information:
Title:

12. You will then see a Thank You message and further details on how the background check process works. It will take one to two weeks for results to come in. If you wish to check the status of your application, please visit <http://volunteer.ocps.net> and log in.



13. Your application will be forwarded to each of the schools that you have selected.

IMPORTANT: If you are not contacted by the school coordinator or program coordinator within one of two weeks of submitting the application, you are welcome to view the status of your application via the same way you accessed the system to complete the application and once you enter your information you will get two links one of the will read "check my volunteer status". If it has a message that reads "One to two weeks after your application has been completed, you may contact the ADDitions Volunteer Coordinator at your selected school or work location site to be matched with a volunteer opportunity", then you are welcome to contact the school to inquire about the volunteer opportunities.

THANK YOU!