


Step 1: Fill out volunteer application at CPSVolunteer.org

**CHICAGO PUBLIC SCHOOLS**

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Dear Prospective Volunteer,

Thank you for your interest in becoming a Chicago Public School Volunteer. While we aim to make this process as straightforward as possible, we also recognize our high level of responsibility for the well-being of our students. As such, we require those who will work closely with our students to complete the Volunteer Process. The form below will provide the information we need and will enable us to contact you about volunteer opportunities.

****In order to complete your application, please select the school(s) at which you would like to volunteer. In addition, please contact that school to confirm available opportunities. If you are volunteering on behalf of an organization, you are not required to add a school to your application.**

** Required field*

Basic Information

Primary Household Contact

*** First Name**

*** Last Name**

Middle Name

Suffix

Step 2: You will receive this email and you will need to go to Waters and show your ID to the office staff



Dear XXXX XXXXXX

Thank you for your interest in becoming a volunteer with Chicago Public Schools. Your application has been received. Please stop by the school to present your ID to the volunteer coordinator as soon as possible. Once this step has been done the school will approve you as a volunteer candidate, you will receive a separate email with instructions regarding next steps. To access your account and review your status, please visit the Chicago Public Schools volunteer website: <https://chicagopublicschools.civicore.com>

Please contact Volunteer Programs with questions regarding your application and/or volunteer opportunities. Volunteer Programs can be reached via email at volunteer@cps.edu or via phone at (773) 553-1544.

Thank you,

Keda Jeter,
Programs Manager
Chicago Public Schools

Step 3: After you've shown your ID at school, you will receive this email



Dear XXXX XXXXXX

Thank you for your application to volunteer at Chicago Public Schools. You have been identified as a "Level II" for WATERS.

Within 48 hours, you will be emailed your volunteer approval letter. Then John Gaytan , your school's Volunteer Coordinator will contact you to arrange next steps.

Your continued support and commitment to our students is greatly appreciated. Please contact Volunteer Programs via email volunteer@cps.edu or via phone at (773) 553-1544 with questions regarding your application and/or volunteer opportunities.

Sincerely,

Keda Jeter
Program Manager
Chicago Public Schools

Step 4: You will receive this email which confirms you are officially a Level II Volunteer for Waters



Dear XXXX XXXXXX,

We greatly appreciate your interest in becoming a Chicago Public School Volunteer at WATERS. Please be advised that you have been approved as a Level II Volunteer. Please contact the school's Volunteer Coordinator to begin volunteering. In addition, please refer to the list below for the approved Level II Activities.

Approved Level II Activities:

1. A parent providing supervised volunteer service in their child's school or classroom for less than 10 hours/week;
2. Any individual providing volunteer service for less than 5 hours/week at a school where s/he does not have a child enrolled;
3. An individual providing incidental volunteer service with no ongoing individualized interaction with a student(s) including those who speak at a class/assembly, judge academic competitions, give musical performance, participate in the "Principal for a Day" program, job shadowing event or other one-time event provided where there is direct supervision of the activity/event by regular school employees;
4. A parent accompanying his/her child's class on a one-day field trip or another type of Extracurricular activity that does not involve an overnight stay;
5. An individual providing volunteer service on projects/activities involving no or nominal contact with children (home-based volunteer activities, volunteers serving at Central or Network office).

***Please be advised, at any time, the school has the right to discontinue your volunteer service for any reason.**

Your continued support and commitment to our students are greatly appreciated. For questions or more information, please contact the Volunteer Programs staff at volunteers@cps.edu or call 773-553-1544.

Sincerely,

Keda Jeter

Program Manager

Chicago Public Schools