



Become a registered volunteer now and you will be set for your child's field trips, assisting in the classroom, working special events, etc. Registering now avoids the possibility of not being in the volunteer database and approved when opportunities arise to assist at your school.

STEP 1 - Complete a New On-Line Volunteer Application/Profile

1. Go to the HSSD website -- www.hssd.k12.wi.us
 - a. Click on the Community tab
 - b. Click on "Volunteer Program"
 - c. Click on "Volunteer Log in" on the orange horizontal tabs bar.
 - d. In the "Search" section, enter "Howard" under "keyword". Then click "search".
2. CLICK on your **"school name"**
3. CLICK **"Fill In An Application"** on the upper right side of the page. Complete the information under "I am new to myVolunteerPage.com". Read the organization's policies and then CHECK "I agree to the organizations policies". Save and Continue. You will be walked through the application/profile SIGN UP process.
4. Sign Up for Something (the next step): Click on "go to the opportunities page". Each Category has a description with specific activities listed underneath. Look over the options and "sign up" for those that interest you. Most activities do not have a set schedule. You will be contacted as needed.
 - a. You can CLICK on any item listed under an Activity to get more information and "sign up". Once signed up, click on "Back to Activity List" to select additional activities.
 - b. Your choices will be automatically saved.
 - c. Please log in periodically to see if new opportunities have been added. You will also receive occasional e-mails for "special events" needing volunteers that occur throughout the year.
5. The "My Profile" tab would be used to update your information. You can also check your volunteer qualification status under this tab.

STEP 2 - Your on-line volunteer application will automatically go to the Volunteer Coordinator. Once it is received, the background check link will be e-mailed to you.

Thank you for sharing your time and talents with our students.