

## MCPS STAFF SUPPORT TO VOLUNTEERS

There are a few steps for interested parent/guardian and community volunteers to do to become fully prepared to volunteer in your school.

**Step 1:** Volunteers should visit the [MCPS Volunteers](#) webpage. Volunteer information including Frequently Asked Questions (FAQs), forms, and access to the compliance training are available on this website.

**Step 2:** Volunteers are encouraged to complete the [Parent/Guardian and Community Volunteer Form](#). This form is available online and serves as an introduction of the volunteer, their interests and availability in volunteering, and some important reminders about volunteers in schools. It is not a mandatory form, but can be helpful to know more about how they can support your school.

**Step 3:** Volunteers who regularly support schools, chaperone a field trip, etc., **must complete** the mandatory online *Recognizing Child Abuse and Neglect* training. The training is available in multiple languages. At the completion of the course a gradesheet is created and will serve as proof of satisfying the compliance training requirement. (Confirmation codes are no longer provided.) Access to the training is also provided on the [MCPS Volunteers](#) webpage.

*\*Parents/guardians will need to access this training through your parent portal, which requires an email address per parent/guardian. Support guides on setting up your portal are also available on the [MCPS Volunteer](#) website in multiple languages.*

*\*Community volunteers/contractors will need to access the training for non-parents by creating an account, which requires an email address to create the account and access the training. Support guides on setting up your account are available on the [MCPS Volunteer](#) website in multiple languages.*

*\*\*\*Once a portal is created for the first time, it may take an hour or two before the course will populate in the portal. Thank you for your patience.*

**Step 4:** School staff can pull a report of all of the volunteers for their school in a Volunteer Completion Report. There are step-by-step [directions](#) on how to find this report in myMCPS.

I hope you find this information helpful. Please contact Shella Cherry with any additional questions via email or by phone at: 240-740-4692.

Thank you for supporting volunteers in our schools!