

VOLUNTEER APPLICATION PROCEDURES

Our school encourages community participation and parental involvement in school activities throughout the year. Your involvement at school is crucial to our success.

Parents and community members who wish to volunteer at our school should **register on-line** through the M-DCPS portal.

On-line applications may be filled out following these easy steps:

1. Log-on to www.dadeschools.net and click the Community Tab (if you have an account through the Parent Portal, you may register through there as well by logging on and following steps 4-7)
2. In the Community Portal, you must first create a new user community account.
3. Using your community account credentials (user name and password), log into the Community Portal
4. Click on the "Be a School Volunteer!" link.
5. Complete the volunteer registration information and submit it.
6. Choose your school(s) and activity(s) in which you wish to volunteer.
7. Once your application is cleared a message will appear informing you to visit our school with a photo ID for final approval. Final approval will not be given until a Volunteer Orientation is attended.

School volunteers approved during the 2015-2016 school year WILL NOT have to re-register for the 2016-2017 school year. However, if you were an approved volunteer you will have to log in to the parent or community portal and re-select our school and activity that you wish to participate in for the 2016-2017 school year.

If you have any questions regarding your approved status or application procedures, please feel free to contact Mrs. de la Calle or Ms. Carmen VanScoy at 305-383-9392.