

# New Volunteer Application Instructions

The Green Bay Area Public School District is excited to launch a new Volunteer Program in which volunteers will fill out an application through Volunteer Tracker. Using the Volunteer Tracker app, volunteers will create an account, indicate interests and be able to sign up for existing volunteer opportunities. Volunteers will also be notified when opportunities arise in the category of their indicated interests. We are asking that all parents and volunteers fill out a new application using our new system, whether they are due for a new background or not. Thank you for your understanding!



Please follow the instructions below to begin volunteering:

1. Click [HERE](#) to access application or visit [gbaps.org/volunteer](http://gbaps.org/volunteer).
2. Click on **Begin an Application**.
3. Select NEW REGISTRATION and create a profile.
4. A confirmation email will be sent to the email address used for your new registration. Please click on the link provided in your email confirmation to complete your registration.
5. Log back into Volunteer Tracker with your username and ID.
6. Fill out the background check, making sure to complete all fields marked with an asterisk \*
  - a. A primary location must be selected.
  - b. If you are willing to volunteer at any school, under Location 2, select All Schools. It is the last option in the drop down box.
  - c. Activities have three levels: Partnerships, Level 1 and Level 2. Only select a partnership if you are already established within that organization. Level 1 activities do not require a background check. Level 2 activities do require a background check.
  - d. Please select all activities you are interested in volunteering for, keeping in mind that most activities fall under Classroom Helper/Parent Helper and Special Events.
7. Continue to fill out all asterisk fields. At the bottom of the application, select "I Authorize" and submit.

You will be notified that you have submitted an application, and when your application has been approved. This usually takes 2-4 days. After your application has been approved, you can log-in at any time and search for different volunteer opportunities under the Opportunities tab. You will be asked to sign in and out electronically in the school office when you volunteer. Please note that everyone will have a star associated with how many hours they volunteer on their volunteer profile!

Thank you for filling out our application, and we hope your volunteering experience with GBAPS is rewarding. Please know that your dedication is so appreciated!

Contact Volunteer and Community Partners Coordinator Amy Fish at any time with questions.

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