

## School Gate Guardian Online Volunteer Application Instructions

Adobe Reader or Adobe Acrobat is needed to download fillable Volunteer Manual PDF ([hyperlink for instructions](#))

Open Volunteer Manual and save to your device before filling in information ([hyperlink here for volunteer manual](#))

Please make sure to fill out pages 3,4,7,8 and 9 of the Volunteer Manual

How to create a digital signature to “sign” the Volunteer Manual ([hyperlink here for instructions](#))

Proceed to School Gate Guardian Online Volunteer Application for MCSD. ([hyperlink here for school gate website](#))

First time users will click Start. If you do not see the Start button at the bottom maybe not a volunteer? **APPLY**.

### **Review Policy**

Check box – I agree and acknowledge the above terms and conditions

Sign form (do your best)

Click Next Step

### **Enter Personal Information**

\*Make sure your email address is correct. You will not be able to change it.

Click Next Step

### **Select schools' preference** (you may select more than one school)

Click Next Step

### **Clearance Section**

Upload clearances (expires after 5 years)

Upload Volunteer Manual (will expire at the end of each school year on June 30th)

### **Review/Submit**

First time users will create a password here and confirm password.

Check box – I agree and acknowledge the above terms and conditions

Sign form (do your best)

### **Click Complete**

**RETURNING VOLUNTEERS** may use the “Already a volunteer or applicant? [Sign in](#) to reapply or view your application status.”

Login with your email address and password

**Click Reapply in the top right-hand corner.**

**Click Start**

**Review Policy**

Check box – I agree and acknowledge the above terms and conditions

Sign form (do your best)

Click Next Step

**Enter Personal Information**

Review your personal information

Click Next Step

**Select schools’ preference** (you may select more than one school)

Click Next Step

**Clearance Section**

Upload any clearances that have expired

Upload new Volunteer Manual for the current school year.

**Review/Submit**

Review information

Check box – I agree and acknowledge the above terms and conditions

Sign form (do your best)

**Click Complete**