WHAT YOU NEED TO DO TO *volunteer*

There are lots of ways to get involved in our schools, and we truly appreciate your time and energy. Whether you're helping in the classroom or supporting special events, your involvement makes a big difference.

To keep our students safe and meet school district guidelines, all volunteers need to complete and submit the clearances listed below. New this year, we've introduced an online volunteer application and clearance portal to make the process easier and more efficient. We know change isn't always easy, and we appreciate your patience as we move away from paper volunteer manuals to an online system. While we're still working through a few bumps along the way, this new process will make things simpler and more efficient for everyone in the long run. One big plus? Volunteers will be able to easily view their clearances, expirations dates, any missing items, and their overall volunteer status- all in one place. Thanks for hanging in there with us- we're all learning together!

To get started, you'll need to submit a volunteer application and complete a few quick tasks- including completing and uploading the volunteer manual. Just follow the steps below, and you'll be ready to go in no time!

CLEARANCES REQUIRED:

- PA Child Abuse History Clearance (Act 151)
- PA Criminal History Clearance (Act 34)
- FBI Criminal History & Fingerprinting (Act 114)
- Volunteer Manual pages 3, 4, 7, 8, 9

STEP 1- COMPLETE VOLUNTEER MANUAL

- Start by downloading the volunteer manual found at https://www.mcsdk12.org/volunteer

- Save it to your device

- Fill it out electronically. It's quick and easy to complete on your computer or device- no printing needed!
    - Depending on the device that you are using, you may need to download Adobe Reader or Adobe Acrobat. For instructions, see page 6.

- Make sure to review carefully and complete pages 3, 4, 7, 8, and 9.

- Sign pages 3,4, 7, 8, and 9 with a digital signature. For instructions on creating a digital signature, go to page 7. For instructions on using a digital signature, go to page 9.

- Don't forget to save when you're finished!

STEP 2- ONLINE VOLUNTEER APPLICATION

Head on over to the new online volunteer application. This is where you'll enter your personal information, upload any required documents, and officially get the process started. The system will help you keep track of your clearances, expirations dates, and volunteer status moving forward.

- To get started, go to https://mcsd.schoolgateguardian.com/volunteer/Apply.

- Since this is a brand-new system we're rolling out, everyone will start by clicking **Start** to begin their application. Once you've set things up, you can come back anytime and click Log In to check your clearance status, expiration dates, and more.

School Gate GUARDIAN
Integrated School Security Solutions

Mifflin County School District   Help

Online Volunteer Application for Mifflin County School District

You will be required to provide certain personal information and documentation needed for volunteering approval.

Please click the 'Start' button to begin the application process:

Start

Already a volunteer or applicant? **Sign in** to reapply or view your application status.

MCSD POLICY

- Read the terms and conditions
- Click **I agree**
- Sign in the box (just do your best)
- Click **Next Step**

Online Volunteer Application for Mifflin County School District

Mifflin County School District Volunteer Policy

IT IS VERY IMPORTANT TO NOTE THAT YOU CANNOT BEGIN YOUR VOLUNTEER SERVICE UNTIL ALL OF THE REQUIREMENTS HAVE BEEN COMPLETED AND APPROVED. *
Please note that the records will be maintained in a secured area in the respective Main Office.

Please see page two of the Mifflin County School District Sport/School Activity Volunteer Manual for school district employee and non-school district employee guidelines.

The volunteer manual is located on Mifflin County School District's website: Students/Parents – Volunteer. The needed forms can also be found on our website: SCD-M001 - Sport/School Activity Volunteer Manual

☐ I agree and acknowledge the above terms and conditions

My Signature

SIGN HERE

Clear Signature

Previous Step   **Next Step**

2

PERSONAL INFORMATION

- Enter your personal information in all of the required fields.
- In the email field, make sure your email address is correct. You will not be able to change it.
- In the Volunteer Activity box, select **Non-Sport**
- Click **Next Step**

Personal Information

Legal First Name Required	Legal Middle Name Required	Legal Last Name Required
	☐ No Legal Middle Name	

Date of Birth Required   **Confirm Date of Birth**
__/__/____   __/__/____

Address 1 Required   **Address 2**

City Required   **State/Prov**

Postal Code Required   **County** Required

Primary Phone Required   **Mobile Phone** Required   **Email**
(__) ___-____   (__) ___-____
    ☐ Same as Primary

Volunteer Activity

[Previous Step]   [Next Step]

SCHOOL PREFERENCE

Another great bonus? You can now select all the schools where you'd like to volunteer. Even better, each school you select will automatically be notified that you've submitted an application, so they'll know you're ready to help out!

- Choose all schools you wish to volunteer in
- Click **Next Step**

School Preference

Search All Schools and Buildings

Elementary Schools
☐ Check All

☐ Lewistown Elementary School   ☐ Lewistown Intermediate School   ☐ Indian Valley Elementary Center   ☐ East Derry Elementary School
☐ Strodes Mills Elementary School

Middle Schools
☐ Check All

☐ Mifflin County Middle School

Jr. High Schools
☐ Check All

☐ Mifflin County Jr. High School

High Schools
☐ Check All

☐ Mifflin County High School

The Academy Schools
☐ Check All

☐ Academy

[Previous Step]   [Next Step]

CLEARANCES

Here, you can upload your clearances and volunteer packet. Uploading your clearances is optional at this point, but we do need you to upload your completed volunteer packet at this step.

Please Note: The manual is only valid for the current school year and will expire on June 30th- it will need completed each school year.

- Under "Volunteer Packets", click **Upload a File**
- Click **Choose File**
- Navigate to find the completed Volunteer Packet
- You can also upload electronic copies of your clearances if you wish, but at this point, the packet is needed.
- Click **Next Step**

Clearances

Please select a relevant file by clicking the **Upload a File** button under the clearance name and then clicking **Choose File** to open the file browser. Only PDF files that are **no greater than 1.5MB** in size can be uploaded. If your PDF file is larger than the specified size, you can use this tool to compress the file. Once a valid PDF file is selected, click **Save File** to finalize.

Child Abuse - Act 151

Upload a File

Criminal History - Act 34

Upload a File

FBI Fingerprint - Act 114

Upload a File

Volunteer Packets

Upload a File

Previous Step   Next Step

REVIEW/SUBMIT

Review the information you entered earlier and if correct, you will enter a password which creates your account and finish the application!

- Enter your desired password in both the Password and Confirm Password ensuring that they match. Your password must be at least 8 characters long, contain lower and uppercase letters, have at least one number and one special character.
- Click **I agree the above information is correct and accurate**
- Sign in the box
(just do your best)
- Click **Complete**

4

APPROVAL PROCESS

Now that you've submitted your application, it will go through our approval process. If you've submitted clearances in the past, we'll link them to your current SGG profile- no need to resubmit unless something has expired.

You'll receive email updates as your application moves through the system, and you can always log in to check your status or see if anything is missing or needs to be updated. If anything is missing or expired, you'll upload the updated documents directly through the SGG portal.

We will be able to run reports showing volunteers who have met all requirements and who have selected SMES as a preferred school.

SGG VOLUNTEER PROFILE

Your volunteer portal is your personal hub for all things related to your volunteer status and documentation. It gives you a quick snapshot of where you stand in the process. Here's what you can expect to see when you log in:

- **VOLUNTEER INFORMATION:** Your personal information including your name, date of birth, and contact details. Please make sure this information is accurate and up to date. We'll use this information to get in touch with you regarding volunteering opportunities.

- **CLEARANCES:** Here you'll find clearances that you've uploaded or submitted. If you've submitted them previously, they will appear here after the accounts have been linked. Bonus- each clearance's expiration date is right there for you monitor.

- **APPLICATIONS:** This area shows the current status of your volunteer application. You can also view the full application you submitted.

DOWNLOADING ADOBE READER

Adobe Reader is needed to be able to complete the digital Volunteer Manual. If it's not already on your device, it is free to download.

- Go to https://get.adobe.com/reader/
- Click on **more download options**

(light grey under the blue button)

- Uncheck the box for "Adobe for Google Chrome"
- Uncheck the box for "Install McAfee Security Scan Plus"
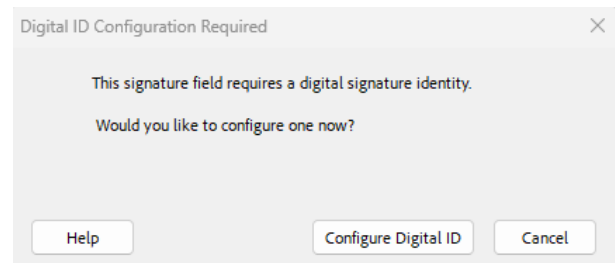- Click **Download Acrobat Reader**

CREATING A DIGITAL SIGNATURE

When completing the volunteer manual electronically, you will use a "Digital ID" to sign the form. Make sure you have downloaded the volunteer manual before you begin.
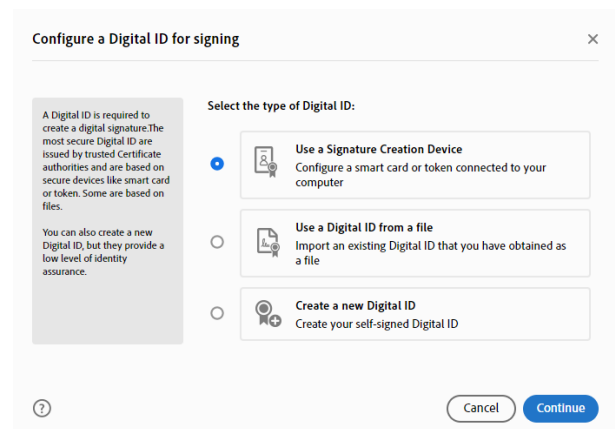
- Right click on the file
- Click **Open With**
- Choose **Adobe Acrobat**
- Click **OK**

How do you want to open this file?

Keep using this app

Word

Other options

Adobe Acrobat

Internet Explorer

Movie Maker

Notepad

Paint

☐ Always use this app to open .docx files

OK
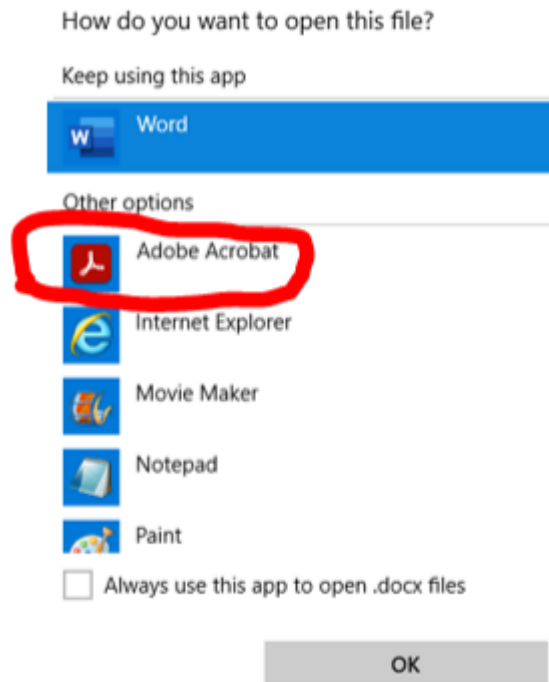
- Pages 3, 4, 7, 8, 9 will need completed. Simply click in each box and enter your personal information
- When you get to the signature box, click in it
- In the box that pops up, click **Configure Digital ID**

Digital ID Configuration Required ✕

This signature field requires a digital signature identity.

Would you like to configure one now?

Help   Configure Digital ID   Cancel

- In the box that pops up, click **Create a new Digital ID**
- Click **Continue**

Configure a Digital ID for signing ✕

A Digital ID is required to create a digital signature.The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

⦿ **Use a Signature Creation Device**
Configure a smart card or token connected to your computer

○ **Use a Digital ID from a file**
Import an existing Digital ID that you have obtained as a file

○ **Create a new Digital ID**
Create your self-signed Digital ID

Cancel   Continue

- In the next box, click **Save to File**
- Click **Continue**

- In the next box, enter your name and email address in the appropriate fields
- Click **Continue**

- In the box that pops up, enter a password in the first password box
- Enter your password in the second box to confirm it.
- Make sure to remember the password you choose! You will need to enter it each time you use a digital signature.
- Click **Save**

This is the final step to create the Digital ID. It is now ready for you to use to complete the volunteer manual.

Another box is going to pop up. You will now follow the instructions to use your digital signature.

USING A DIGITAL SIGNATURE

Pages ** of the volunteer manual will require you to digitally sign using your newly created digital signature. Simply click on the signature box and follow the directions below.
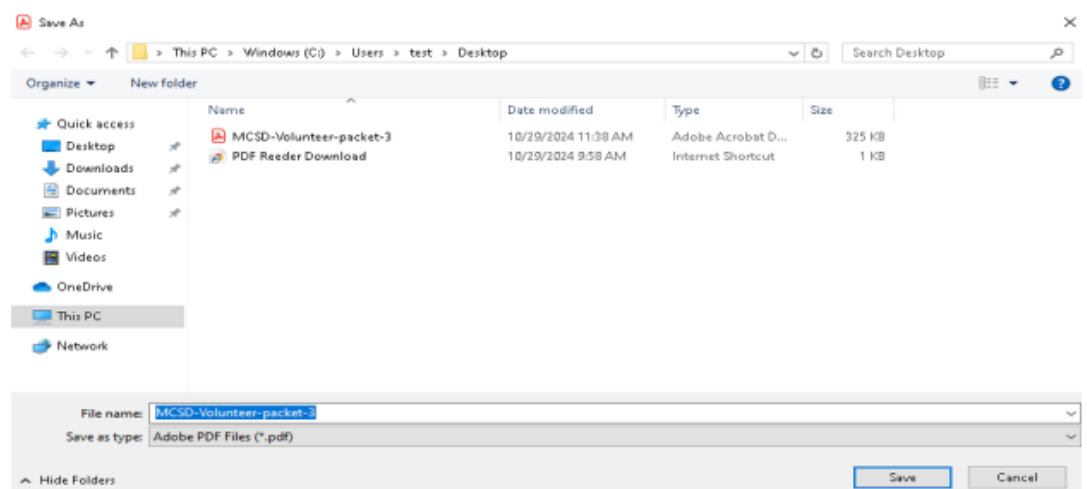
- In the box that pops up, select your newly created digital ID
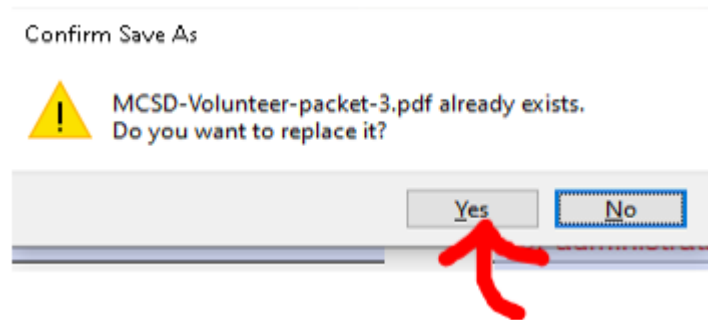- Click **Continue**

- In the next box, enter your password in the box at the bottom
- Click **Sign**

- In the next box, you will save the file to your computer/device. You can keep the file name the same.
- Click **Save**

- In the next box that pops up, click **Yes** to replace the file.

Confirm Save As

⚠ MCSD-Volunteer-packet-3.pdf already exists.
Do you want to replace it?

[Yes] [No]

You should now see your digital signature in the field requiring a signature.

John Doe
Digitally signed by John Doe
Date: 2024.10.29 11:23:17
-04'00'

VOLUNTEER SIGNATURE

You'll do this for each required signature on pages 3, 4, 7, 8, 9