



Volunteer Application and Approval Process

In November 2020, PGCPs launched an online volunteer application and approval process. Visit www.pgcps.org/volunteer for more information on becoming a volunteer and to access the application. Follow these simple steps to get started:

Step 1 – Apply Online

Volunteers must complete the [online volunteer application](#). The application is located on our volunteer website under the “Become a Volunteer” section and takes approximately three minutes to complete. If you have previously completed the fingerprint background check and CPS clearance process and approved to serve as a volunteer, be sure to indicate that you are a “*Returning Volunteer*” on this application. Once approved, your eligibility as an approved volunteer will expire on June 30th of each academic year. All school volunteers must indicate their desire to continue as a volunteer each school year by renewing their volunteer application after July 1st of each new year.

Current PGCPs Employees who wish to volunteer must log into PGCPs Oracle Self-Service and select the option “Register to Volunteer.” Next select “Go” and then “Add Application” to initiate your application. Employees are required to provide a personal email address and a telephone number. For volunteer type, select Employee Volunteer. Once submitted your volunteer status will change to “approved”. Please note that the volunteer registration form is not available on Oracle’s Self-Service Limited menu. You must be logged into a computer on the PGCPs network or connect via VPN. Employee volunteers are not required to complete Steps 2 and 3 below. Employees are required to complete all mandatory student safety (SafeSchools) compliance modules assigned to them based upon their current position using their employee SafeSchools account.

Step 2 – Complete Background Screening Process

To ensure the safety of our students, PGCPs requires a fingerprint background check and Child Protective Services (CPS) clearance for each person who will provide volunteer services more than once each school year. These fingerprint background checks and CPS clearances help identify individuals with criminal offenses which may disqualify them from serving as a volunteer. The total fee for these clearances is \$62.25 per applicant. Please note that this is a one-time requirement for all volunteers. To schedule an appointment to complete the background screening process, please visit <https://bithgroup1.schedulista.com/>

Note: If you are a returning volunteer who has previously completed the background screening process, go to Step 3.

Step 3 – Complete Mandatory Safety Training Modules

Once you complete the online volunteer application, you will receive an email confirming receipt of your application and assigning you a unique *Volunteer Identification Number* (VIN). Approximately 48 hours after your application is submitted, you will receive an email with a link to log in and complete

the required training modules via the Vector Solutions (formerly *SafeSchools*) platform. You must use your VIN as your username and password to login and complete the required training modules. You are required to complete these modules annually. The mandatory training modules for volunteers can be located at the following web address: <https://pgcpsvolunteers-md.safeschools.com/login> Please do not use old links designated for Student Contractors, as we are unable to merge those accounts to your volunteer application. You must use the volunteer link and sign-in using your Volunteer Identification Number in order to receive credit for completion as part of volunteer approval process.

If you have any questions or need help, you should access the following contacts for support:

CPS Clearance Checks	(301) 780-2191	hr.customerservice@pgcps.org
Fingerprint Background Check	(301) 952-7831	hr.backgroundunit@pgcps.org
SafeSchools Training Modules	(301) 952-6774	safeschools.training@pgcps.org