

## Volunteering with BCPS- FAQ

### Q1. Who needs to complete Volunteer training?

All volunteers **including BCPS employees** who are serving as a volunteer are to complete an application and training each year to volunteer with BCPS.

Link to application [BCPS Volunteer Application](#)

### Q2. What training is needed to volunteer with BCPS?

Volunteers are required to participate in school based large group training or complete the online training program and obtain a certificate of completion. Certificates and applications are to be presented to the school for further screening. Links to online training:

[New Users to Safe Schools Create and Account Here](#) (new volunteers)

[Returning Users Log In Here](#) returning volunteers with a user name)

### Q3. Do PTA Members need to complete Volunteer training?

If the PTA sponsored event is such that parents are dropping students off and PTA members are responsible for the children, then the volunteer application needs to be completed. If the event is structured that families attend and are responsible for their children, the volunteer application does not need to be completed.

### Q4. I have completed the training and passed the quiz but the handbook still says required?

The online program is timed so it does not recognize that you have read the handbook. You have either read the handbook too quickly or printed the booklet. In order to proceed complete the following:

- 1) Log back into Safe Schools training [Safe Schools Training Page Link](#)
- 2) Click on the handbook course
- 3) Read the handbook scrolling through to the bottom of page 9.
- 4) Click the blue close window button in the upper right or left corner.
- 5) A new box will appear asking if you wish to close this browser. (click yes)
- 6) You will return to the handbook page and the NEXT button will become bold for you to click to proceed to the next page.
- 7) Check the box stating you have read the handbook and click submit.
- 8) You will be returned to the main training page and a green box will appear at the top of the page stating you have completed the training and ask you to print your certificate.

### Q5. What do I do with my certificate and application once I have completed the training?

Certificates and applications need to be submitted to EACH school you plan to volunteer.

### Q6. What do I do if I want to volunteer for more than one school?

Each school is required to have an application and certificate on file for each volunteer. You will need to submit an application and certificate to each school.

### Q7. Can I reprint my training certificate?

Yes, you need to login to the safe schools site [Safe Schools Login page](#) and you can select to print your certificate.

**Q8. How do I switch languages from English to Spanish or Spanish to English? The bottom tool Bar on the training page click on the links:at the bottom of the page titled [Cambiar el idioma al español](#) (for Spanish) or [Change Language to English](#)**

**Q9. Can I Volunteer at more than one school?**

Yes, we can add additional schools to your job profile to reflect each school you wish to volunteer. Please email the school volunteer coordinator or the Office of Family & Community Engagement.

**Q10. How do I change the name of the school I volunteer?**

Please contact your school Volunteer Coordinator or the Office of Family & Community Engagement

[School Coordinator Contact List](#)

[Email Office of Family & Community Engagement](#)