

New School Volunteer Application Instructions

Green Bay Area Public School District volunteers have an important impact on the lives of our students. If you are interested in volunteering there are a variety of volunteer opportunities available at all of our schools. Background checks are valid for two years. If you are not sure whether you need to complete a new background check, please contact the school at which you volunteer. The Volunteer Guidelines found on the Volunteer Opportunities webpage also contains helpful information for current and new volunteers.



For the safety of our students, all volunteers are required to pass a background check. If you are interested in volunteering and want to start a background check:

- Go to **gbaps.org**
- Click on either the **“Parents”** or **“Our Community”** tab
- Click on the **“Volunteer Opportunities”** tab
- Click on the **“SecureVolunteer”** icon

After clicking on the **“SecureVolunteer”** icon follow the directions below:

1. Click the **“I Want to Volunteer!”** blue button at the bottom of the page.
2. Choose the volunteer type you would prefer and click **“Continue”**.
3. Read the Authorization and Disclosure information and then **sign your name electronically** at the bottom of the document.
4. Click the **“I Agree”** check box after your birthdate. (If you are a resident of Minnesota, Oklahoma, or California, please select the appropriate box).
5. Click **“Continue”** at the bottom of the page.
6. On the **“Tell us about yourself”** screen, **check your name to be sure that it is spelled correctly.**
7. Enter the requested information:
 - Address
 - Date of birth
 - Social security number
 - Email address
 - **Pick every school that you wish to volunteer at using the drop down menu**
 - Pick your reason for volunteering
8. Click **“I’m Done with this Step”** at the bottom of the page.

You will be notified by email when the check is done or you can contact the school(s) directly. Please contact your school if you need any assistance.

Congratulations!
You have now submitted an application to volunteer!