



Pershing School Volunteer Information 2020-2021

To volunteer this school year in any capacity first register online by following the steps below.

Reminder: ADDitions applications must be updated **each** school year.

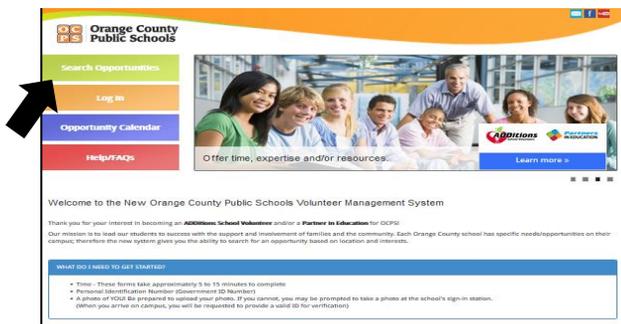
***Be sure to connect your application to Pershing by searching for and signing up for the opportunity: Become an Additions School Volunteer with Pershing School 2020-2021**

Go to: <https://ocps.samaritan.com>

You will be asked to go through your profile to update and answer security questions; be sure to go through each tab and then click SUBMIT at the last tab. Remember: Updating your application DOES NOT link you to your desired school. You must follow the steps to Search Opportunities for your school and sign up as an ADDitions volunteer.

Returning Volunteers: You will be asked to use the same username and password you used last year. If you are unsure of the password, you can click "forgot password" and the system will email you a prompt.

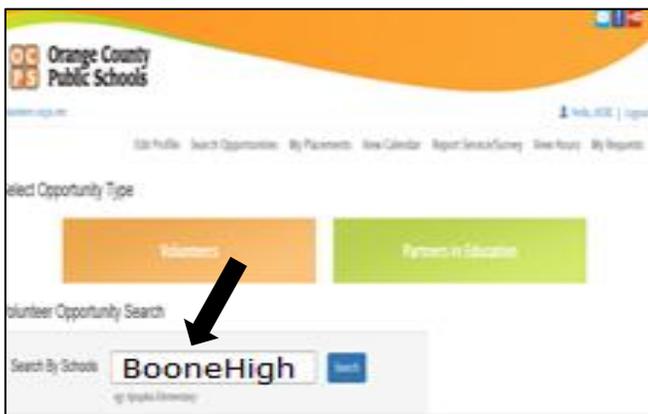
1. Click Search Opportunities



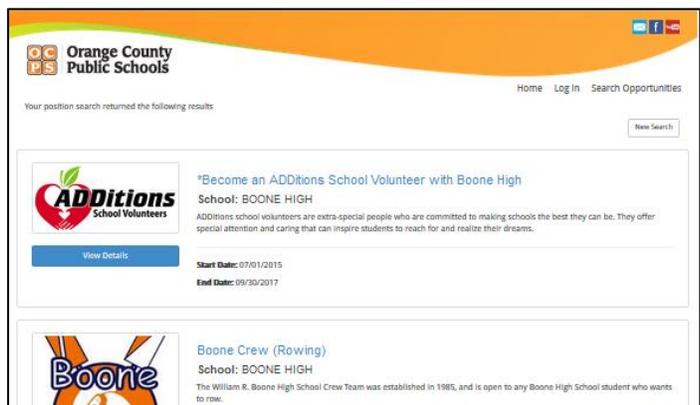
2. Select Volunteers

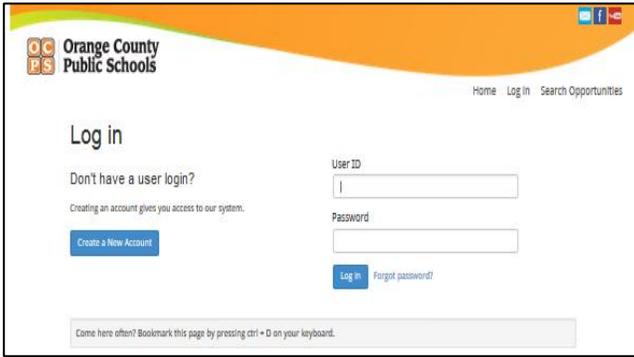


3. Type in your school name (Pershing School)



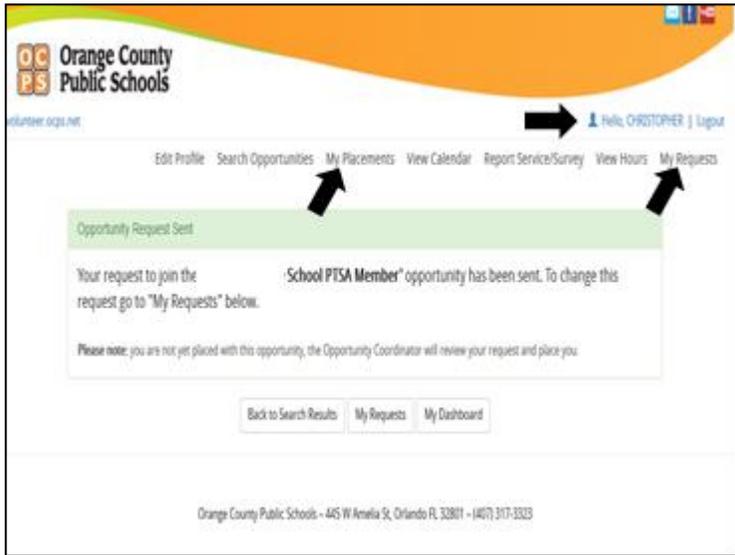
4. Click on opportunity you want to sign up for: Become an ADDitions School Volunteer with Pershing School





5. The system will prompt you to log in or create a new account (for new applicants only)

6. Once logged in, you can click Search Opportunities on your dashboard to sign up for additional opportunities.



Volunteer Sign In/Out: Please bring government issued picture ID with you when you come to school to volunteer. All volunteers are required to sign in and out each time they are on campus using the computer in the office using their user name and password they created during the registration process. Select the volunteer activity you registered for online. Sign out when leaving. If the computer is not working, please ask the office staff for assistance. **Volunteers must have a badge on at all times.**

To Chaperone a Field Trip: If you would like to chaperone a field trip this year register online early in the year. **Once you are notified by your child's teacher there is an upcoming field trip,** go back to the same site listed above, search and sign up for the field trip opportunity. **Don't wait! There are deadlines for each field trip opportunity. Chaperones cannot be added at the last minute.** *Note: Some field trips do not require chaperones and some locations limit the number of chaperones. **All volunteers that apply/are approved may not be able to attend.** *Field Trip Payment: We require all field trips be paid for using cash, money order, cashier's check, or school pay.

Please remember per OCPS guidelines volunteers should set a good example for students by their manner, appearance, and behavior, and should be well-groomed and appropriately dressed for the school environment. When registering to volunteer, please review the OCPS volunteer guidelines and policies located with-in the online volunteer application.

If you have any questions or need assistance please contact Jennifer Slauter, ADDitions Coordinator jennifer.slauter@ocps.net 407-858-3160 extension 3742237