



## BCPS Volunteer Instructions

All potential volunteers, whether they be family, community members, or staff, must complete the volunteer application and participate in an orientation/training session annually beginning on July 1st. All volunteer training expires on June 30th. Please follow the steps below to complete the volunteer application process.

Training can be completed by going to the BCPS Volunteers website. Scan QR code to head to site or visit [www.BCPS.org](http://www.BCPS.org) and click on the "Parents" menu. Scroll down to the Family and Community Engagement then click on BCPS volunteers from the menu on the left.



### Step 1: Complete an Application

Please fill out the BCPS Volunteer Application. This application is not submitted automatically, so you will need to save a copy to your device or print it for your records. You will need to provide a copy to your school-based coordinator either by email or by providing a hard copy.

Applications are also available in the following languages:

Spanish | Arabic | Burmese | French | Nepali | Russian | Urdu | Vietnamese | Yoruba

### Step 2: Complete the Online Volunteer Orientation

Log into Vector Solutions in order to complete the BCPS Volunteer Orientation. The training is available in English and Spanish. Once the user has logged in, language selection is at the top right next to the profile picture.

- New Users- select if you have never taken the training
- Returning Users with an existing Vector Login- select if you have taken the training in the past

If you have completed training in the past but don't remember your login information, please email your school's volunteer coordinator for assistance in recovery. Once you've completed the training you will be provided with a certificate. Please save a copy (electronic or printed) for your records.

### Step 3: Submit Documents to the School-Based Volunteer Coordinator

Send your BCPS Volunteer Orientation certificate and BCPS Volunteer application to the volunteer coordinator at the location where you would like to volunteer. They will work with you to find the perfect placement! Click the link below to look up contact information for each school.

**For additional information about volunteering with Baltimore County Public Schools, please contact The Office of Family & Community Engagement at 443-809-4496 or email Stacey Wade.**