

# Volunteer Sign-Up Instructions

1. Go to the Community Involvement Portal:  
[https://volunteer.samaritan.com/custom/528/#/volunteer\\_home](https://volunteer.samaritan.com/custom/528/#/volunteer_home)
2. Search for the school you are interested in volunteering for.
3. Click on the school opportunity.
4. Select "SIGN UP" on the left side of the screen under the photo.
5. Select "NEW VOLUNTEER" and complete the application. EVERY volunteer needs to do this whether they have volunteered for 20 years or are brand new.
6. If you are a SCS Staff Member or Student, this is when you are finished. If not...
7. After you submit your application, you will receive an e-mail within one to two business days from "Sarasota County Schools <[TheAdvocates@VerifiedVolunteers.com](mailto:TheAdvocates@VerifiedVolunteers.com)>" to complete a background screening. Click the link provided in the e-mail that starts with <https://app.verifiedvolunteers.com/verify> followed by a bunch of letters and/or numbers.
8. Complete the background screening using the information you provided in your application. Most of this information will auto-fill so you will only need to retype a few sections.
  - *Please note: This background screening will request your social security number. This is a secure server that is only associated with Sarasota County Schools. If you do not have a social security number or do not wish to provide it, this could extend the time it will take for approval due to a potential result in false background check findings (i.e., someone with the same name and birthday).*
9. You will receive a confirmation e-mail from "TheAdvocates <[TheAdvocates@VerifiedVolunteers.com](mailto:TheAdvocates@VerifiedVolunteers.com)>" once Sarasota County Schools has reviewed your background screening.