

CPS Level II Volunteer Process

1. Go to the website <https://chicagopublicschools.civicore.com/index.php?action=english>
2. Click on **New Volunteer**. If nothing happens use a different web browser. This link is known not to work in Fire Fox web browser.
3. Fill in the **Basic Information** questions
 - For **Are you volunteering on behalf of a student currently enrolled in Chicago Public Schools?** Select NO
4. Complete the **School(s)/Organization(s) to Volunteer** section
 - For * **School/Organization** click on the select button Type in ACADEMIC COMPETITION in the **Short Name** box at the top Click on the **Select This Organization** button
 - For **Volunteer Type** select LEVEL II
5. Complete the **Additional Information** section
 - Under **Login Information** make sure you enter a email address you have access to
 - For **Are you volunteering to coach?** Select YES
 - For **Type of Volunteer** select COMMUNITY/ORGANIZATION MEMBER
 - For **I am interested in volunteering** in select the COMPETITION JUDGE
 - For **Are you volunteering for a specific day/overnight trip or school club?** Select NO
 - For **Is there a teacher sponsoring this trip or club?** Select NO
6. Once you complete all the required information click on the green **Submit Application** button at the bottom of the page
7. Forward a copy of the email response that your application was submitted/received to David Heiser at daheiser@cps.edu.