



Honeygo Elementary School

2019-2020

Please Note: **ALL** individuals who wish to volunteer in the school **including chaperoning field trips** are required to be trained **every school year** in accordance with BCPS policy. BCPS offers Volunteer Training online. **Please submit both the application and the certificate of completion to school at the same time.**

To Access the Online Volunteer Training:

1. Using your web browser, go to this site and review the steps for volunteering.
http://www.bcps.org/community/volunteer_info/
2. Enter the required information. (First name, Last name, Username)
3. Select your location by clicking on the link and choosing a school. If you have children in multiple schools, you only need to select one.
4. Once you click "Register," you'll see a verification page. Click the link on that page to continue to the training site.
5. Click on "BCPS Volunteer Orientation" to review the course, which **should only take 5-6 minutes**. Once finished, please review the BCPS Volunteer Handbook and take the short quiz to complete the orientation process.
6. Once you have completed the BCPS Volunteer Orientation, click on "Get a certificate of completion" to receive a printable certificate that can be taken to any BCPS school to verify you have received the orientation and reviewed the BCPS Volunteer Handbook.
7. Download and complete the application. The application can be printed and then completed at:
<http://www.bcps.org/parents/forms/Application-for-Volunteer-Services.pdf>

Turn into your child's teacher both the application and the printed certificate. Only those parents who have submitted the required paperwork will be considered for opportunities to chaperone fieldtrips.