# **New Volunteer Sign Up-PCBS**

Palatine Park District has launched a new volunteer site! This site allows for better tracking of volunteer hours and makes the process easier for our volunteers.

If this is your first-time volunteering with Palatine Park District, please follow the directions below to create your account and get started.

Follow the link provided in the email or click here	Click the orange button to sign up or respond

				RETURN TO OUR WEBSITE	IP HELP	CALENDAR
	F	PALATIN	IE PARK	DISTRICT		
		VOI PR	UN I DGR	EER AM		
TASHBOARD			Coach		<u>+</u>	
		Volunteer Coa	ch for baseball and softball			
17 EVENTS	Opportunities > Coach > PCBS Volunteer					
PROGRAMS	PCBS Volunteer				L RESPOND	
VOLUNTEER MANUAL	Jun 1, 2022		Varies	Skills		
(- ) COLLAPSE MENU	Description Team coaches and assistant coaches. Coaches ru communicates with players and families through families.	n practices, drills and set lir the season and disseminat	e up for games. Coach es information from PCBS to	Program		
	Additional Details 💿	8 and 99.		P		

**Step 1: You will need to sign up for an account.** Fill in the required information and create your own password. Please note this password is known only to you, Palatine Park District does not see it. You can recover it through "forgot password".

	😂 RETURN TO OUR WEBSITE SIGN UP. LOGIN HELP CALENDAR
ASHBOARD	Step 1 of 5: Create an Account
	Already have an account? Click here
EVENTS	Want to sign up your program? Click here
2 PROGRAMS	SSO LOGIM HERE
VOLUNTEER MANUAL	SIGN UP WITH EACTRICOX
COLLAPSE MENU	OR
	Sign up with your email address
	First Name (Required) Last Name (Required)
	Email (Required) Mobile (Required)
	Select a Age (Required)
	Password (Required) Confirm Password (Required)

**Step 2:** You will be asked a couple of questions. If this is a required volunteer experience, please indicate so we can track accordingly. Please also complete T-shirt size so we can get you a volunteer shirt.



**Step 3:** Select Skills. This section tells us a little more about you and what you might like to get involved with. You can select as many as you want or none at all. Coaching would be most appropriate.

OPPORTUNITIES EVENTS PROGRAMS VOLUNITEER MANUAL COLLASSE MENU COLLASSE MENU COLLASSE MENU COLLASSE MENU Salied Labor Art Salied Labor Fronter: Tech Salied Labor Fronter: Tech Salied Labor Cercal Board Service Cocching Eventer: Tech Eventer: Tech Salied Labor Fronter: Tech Salied La	ñ	DASHBOARD					
Image: Straight of the straight of	0	OPPORTUNITIES		Step	3 of 5	Select S	kills
<ul> <li>▶ PROGRAMS</li> <li>▶ VOLUNTEER MANUAL</li> <li>← COLLAPSE MENU</li> <li>COLLAPSE MENU</li> <li>COLLAPSE MENU</li> <li>Skilled Labor</li> <li>Art</li> <li>COLLAPSE MENU</li> <li>Skilled Labor</li> <li>Art</li> <li>Collapse menu</li> <li>Collapse menu</li></ul>	17	EVENTS		What int	erests, talent	s, and skills do y	/ou have?
VOLUNTEER MANUAL COLLAPSE MENU	Q	PROGRAMS					
COLLAPSE MENU	R.	VOLUNTEER MANUAL		$\checkmark$		۲	
Photography     Image: Constraint of the second secon	e]	COLLAPSE MENU		Skilled Labor	Art	Theater/Theater Tech	Special Event Help
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Clerical Board Service Coaching Environmental				Photography	Equine	Fitness	Technology
Clerical Board Coaching Environmental Service				(L)	۲		٩
				Clerical	Board Service	Coaching	Environmental
					CONTINUE	TO NEXT STEP	

**Step 4:** Please select PCBD for your program.

	VOLUNTEER PROGRAM
TASHBOARD	
	Step 4 of 5: Become a program Fan
EVENTS	We found some programs that match your skills. Click on the programs you'd like to follow. (You can always change them later)
PROGRAMS	
VOLUNTEER MANUAL	
e- Collapse Menu	PGBS Park Dubrick Volunteer

### Step 5: This step has 3 parts.

In order to volunteer and sign up for any opportunities we have, you must sign a volunteer waiver, complete a background check, and sign the volunteer agreement.

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EVENTS	Step 5 01	5. Qualifications	
	Have you signed the volunteer	Click to sign: Volunteer Waiver	
PAUGAANS	walver? *	And a second	
VOLUNTEER MANUAL	Have you completed a background		
COLLAPSE MINU	check use the link provided to submit if this is a first time registration. " Background Check Have you read and understood the contents of the Volunteer Manual?"	Click to sign: Volunteer Agreement	
	Co	NTINUE TO NEXT STEP	

### Step 5a: Waiver

Enter your Birth date and click submit

You need to click "continue" to sign waiver

When's your birthday?	a non-stand (stand) (stand) (stand)
This waiver has two different versions: one for adult volu birthday in your user profile.	steers, and one for minors. Once we know your date of birth, we'll direct you to the appropriate version. The date entered here can be added as your
Birthday*	ммболли
	Please save my date of birth.
SUBMIT BIRTHORY	



Based on the birthday you enter, the system will recognize if you are an adult or minor and therefore require guardian signature as well. Both can be done on the same screen. After clicking complete signing, a pop up will appear asking if you consent to electronic signing.

	Sign Walver Page 1
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I do hereby fully release and forever discharge the Parties from any and all claims for injuries, damages, or loss that I may have or which may accrue to me and arising out of, connected with, or in any way associated with my volunteer	warring of rink, assumption of rink and walver and roll facilinite signature shall substitute for and hows the same Are you sure?
terrors.	Inductive         Do you consert to signify this document           Visionizer Signature         ExecutiveCody1           If the velocities is under the age of UL, a parent of the the misure to perform solutions envices.         Max and the age of UL, a parent of the solution for
If the volunteer is under the age of 18, a parent or legal guardian must also sign below granting their authorization for the minor to perform volunteer sam/ces.	Parent/Oberstein Signature Done
Parent/Guardian Sgnature Date	PARTICIPATION WILL BE DONED if the required signatures & date are not provided.
Contraction Contraction	

**Step 5b:** After signing the waiver you need to submit a background check. Click on the link labeled "background check". This will take you to our background check website.

	volution PR	UNTER VOLUMENT 2 AD HOURD	R R
ASHBOARD			
	Step 5 of	5: Qualifications	
EVENTS			
PROGRAMS	Have you signed the volunteer walver? *	Click to sign: Volunteer Waiver	
VOLUNTEER MANUAL	Have you completed a background		
← COLLAPSE MIDIU	check? Use the link provided to submit if this is a first time registration.* Background Check		
	Have you read and understood the contents of the Volunteer Manual? *	Click to sign: Volunteer Agreement	
	co	UNTINUE TO NEXT STEP	

Click the BOTTOM option "Palatine Park District- Volunteer Application". On the following page select "Palatine Community Baseball Softball".

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Palatine		General Volunteer Attiliated Group	Acp
Park District		PAFA Spirit Affiliated Group	teo
		Palatine Amateur Football Association	App
Palatine Park District - Volunteer	Aupty	Palatine Celtic Soccer Club	App
Palatine Park District - Volunteers Application	Apply	alatine Children's Chorus	
		atine Cobras Wrestling Club	Per
		Palatine Community Baseball Softball Allitated Group	App
		Palatine Concert Band Atilitated Group	App
		Palatine Dance Atiliated Group	400
		Palatine Gymnastics Club Attituted Group	Acc
		Palatine Hills Golf Association	_

You are now at the background check site and need to follow the 4 steps to submit your background check. This is paid for by the park district. Once your approved background check is returned, you will be marked "qualified" in the system.

After you submit your background check you will need to write into the box "yes" to indicate you have completed the background check process.

Microsoft Office	Ho 🜖 Palatine Park Distric	📙 ppd 🛛 AIA Contract Docu 🎄	Palatine Park District	Job Posting Sites							
						ro our website	° volun		ADD HOURS	箇 CALENDAR	: 🌲 (2) 🕶
ń	DASHBOARD										
ø	OPPORTUNITIES			5	Step 5 of 5	: Quali	ficatio	ons			
17	EVENTS										
,Q	PROGRAMS		Have you check? I	completed a back Use the link provic	ground Yes						
ų.	VOLUNTEER MANUAL		subm	it if this is a first ti registration. *	me						
÷	COLLAPSE MENU		Have you contents o	read and underst of the Volunteer M	ood the anual? <sup>*</sup>	Click to s	ign: Voluntee	er Agreement	t		
					Complet	ed Qualificati	ions				
			SITE	TITLE	QUESTION	RESPONSE	DATE ADDED	DATE EXPIRES	STATUS	OPTIONS	
			Palatine Park District	Palatine Park District Waiver	Have you signed the volunteer waiver?	VIEW WAIVER	Mar 14, 2022	Jan 1, 2100	Qualified		
					CONTIN	IUE TO NEXT ST	EP				

**Step 5c:** Any steps you have not completed will show up in green, Steps already done will either be removed from your screen or show in black ink. The final step is Volunteer agreement. A pop up similar to the waiver will come up asking you to continue.

The waiver will recognize if you are an adult or minor. There are two locations to sign this document.

Palatina	Sign Waiver Page 1	
Park	What Palatine Park Desirct Expects How Volunteers     Confidentially	
District	2 Eightilly 2 Risk Management	
	Volumeer Orboarding - Safery	
	Application     Emergancy Procedures	
	Water     Severe Wather	
	Background Screening If needed!     Acobol and Drug Abuse Policy	
	Contentation and Traking    Violence Free Work Environment	
Volunteer Agreement	ES Proto Iniviate and Media Inquisies El Record and Time Reeping	
All	C Leaving the Organization	
<ol> <li>certify that I have received a copy of the Palatine Park District Volunteer ADD VIE A</li> </ol>		
manual and have revenued its postces and proceedures. Lunderstand my responsibilities and will discuss any qualities or moviement I may have with the Wolinsteer Coversities the adversement I understand that I	-44.4 an (H) and (H) a	
am agreeing to able by the contents of the Volunteer Manual. Lunderstand the items listed here, and that this	Volutiver Signature Dolle	
document will become a part of my volunteer file.		
	If the volunteer is under the age of 18, a parent or legal guardian must also sign below granting their	
El: General Information about Patistine Park District.     El: Volunteer Conduct	authorization for the minor to perform volunteer services.	
E2 Park District Organizational Chart and Staff Soucture     Advendance     Advendance		
22 Paultine Paul Chatrice Mission and Values Dreps Code	Parent/Guarakian Signature Gade	
C2 Vision for visualized involvement • While Billing		
What Welantees Can Expect from Plastine Park District     Cell Phone Use	Prior to your service with Palatine Park District you must read the Volunteer Manual, sign this Agreement, and	
<ul> <li>What Pauline Para District Earlier's from Volumentary</li> <li>Confidentially</li> </ul>	multiparty this Languagement to:	

You will be asked if you consent to signing electronically again. Once complete you will be able to move off step 5.

		PROGR		₩ CALENDAR 21 \$(0) - HELP
ASHBOARD	Welcome back, Christine ! Here's your v	olunteer snapshot for March 14, 2022		CLOSE SNAPSHOT
	<b>₩</b> 0		HOURS BY SKILL	
EVENTS	VOLUNTEER HOURS	No hours by skill found.		View your full Volunteer Resume
PROGRAMS				
VOLUNTEER MANUAL	\$0.00 O O O O O O O O O O O O O O O O O O			
← COLLAPSE MENU				
	0 PROGRAME FANNED			
		Volunteer Manual		VOLUNTEER MANAUL
	Suggested Opportunities:		250 E Wood St 250 E Wood St, Palatine, IL	LOCAT PORTER HAT
	Edit your skills and fanned programs to refine these suggestions.		Palatine Hills Colf C	Jatine High School
	Happens On Apr 9, 2022 Photo Assistant	Happens On Apr 9, 2022 Raffle Table Attendant	urse & Clubhouse	Z G

The volunteer manual is always available to you on the home screen

## You are now ready to start volunteering!



### Profile Step Up

We encourage you to set up a profile. At the top right-hand corner of your screen click on your initials to see the drop-down menu and select "edit profile".

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	ADDINARS ADD	т нцр 15
ASHBOARD	Welcome back, Christine ! Here's your volunteer snapshot for March 14, 2022 Locour	
OPPORTUNITIES     EVENTS     PROGRAMS	Hey Christine ! Welcome to Palatine Park District. This is your snapshot. There's not much to look at now. Use the links below to get started.	
VOLUNTEER MANUAL COLLAPSE MENU		
	Click here for information about how to use this site. (III) Volunteer Manual Volunt.	

Here you can add photos, enter your availability, and enter basic information about yourself.

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ASHBOARD	A My Profile > Edit My Profile
	Edit Profile
EVENTS	VIEW PROFILE EDIT PROFILE TRACK HOURS VOLUNTEER SCHEDULE MY FILES OPPORTUNITY RESPONSES MY TEAMS QUALIFICATIONS
PROGRAMS	
VOLUNTEER MANUAL	Profile Picture Change Password
COLLAPSE MDNU	Upload your picture Current Password Image should be at least 540pa ky 540pa Kemove New Password
	Basic Information Repeat New Password
	Name * Ovristine House UPDATE PASSWORD
	Email* dayell houzenga@gmail.com Availability
	Mobile*         1-847-989-5286         Your availability information is helpful for managers who are looking for volunteers who can work certain shifts. If you do not want managers to be able to schedule you for a shift based on your availability, you can disallow scheduling at the bottom of this page (under "Settings").

### Now there is an App!

You can see your schedule and track hours, and check in to volunteer events via the app. Search <u>Volunteer Get</u> <u>Connected</u>.

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