

VOLUNTEERING WITH KANSAS CITY PUBLIC SCHOOLS

KCPS acknowledges the significant role volunteers play regarding programming, services, and achievement, and greatly appreciates the contributions made to its students, families, staff, and schools.

Thank you for your support as we continue to make decisions in the best interest of safety and learning for our students, families, and staff. Feel free to reach out to us directly by email at **jbrooks@kcpublicschools.org** or click on the “Let’s Talk” feature at the top of every page on our website.



The Volunteer Process

Any person 18 years of age or older is eligible to volunteer.

There are **three simple steps** to become a new volunteer:

1. Register on our website at <https://kcpublicschools.galaxydigital.com/> .
2. Complete a background check.
3. Select an opportunity and go!

Orientations will be offered regularly to ensure volunteers have adequate opportunities to ask questions, understand expectations, and can share feedback & suggestions.

1. Register on our Website (Galaxy Digital)

<https://kcpublicschools.galaxydigital.com/>

Things to Remember:

- If you are new to the system, you will need to create an account.
- Utilize the “forgot password” feature to recovery your password if you are already in the system.

2. Complete a Background Check

After completing the registration, you will automatically receive an email directing you to the “Verified Volunteers” (Sterling Volunteers) website to submit more personal information. KCPS staff will not have access to any information you provide for the background check. When asked for payment, select “Not at this time”. KCPS covers the cost for these background checks. You will be notified to the email you registered with when it has been approved. This typically takes up to 48 hours to complete. Background checks must be renewed annually.

3. Select an Opportunity

Select an opportunity to volunteer, either through direct outreach with a school, department, or districtwide, or from a posting on our website. As an approved volunteer, you may volunteer at *any* school, and you may volunteer as frequently as you like once you’ve been registered. There are five TYPES of volunteer opportunities to select from (athletics, classroom, community organization, fieldtrip, and special event), in addition to any customized activities listed on the site to choose from.



Types of Volunteers

Athletics Volunteer: A volunteer coach or assistant coach is an unpaid supporter to a program or team. The volunteer must be able to provide a service to the team or program that will enhance the experience of both the athletes and coaching staff. The volunteer coach will serve under the direction and supervision of the head coach or sponsor that is a KCPS staff. Athletics volunteers must complete the standard registration and background check required of all volunteers with the district.

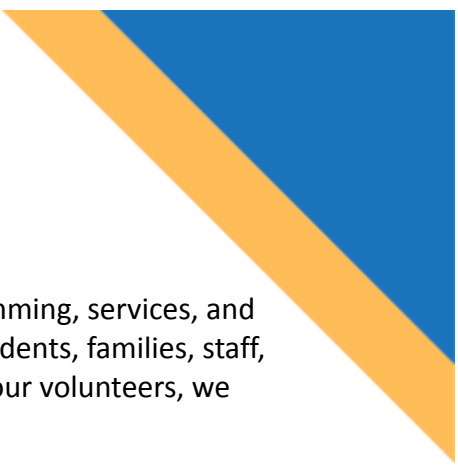
Classroom Volunteer: Parents and guardians are especially welcome to volunteer as classroom assistants in their child's school. Teachers and school administrators are responsible for assigning specific duties or providing space for volunteer service to occur in a manner that does not interfere with teaching and learning. Classroom volunteers must complete the standard registration and background check required of all volunteers with the district.

Community Organization Volunteer: Kansas City Public Schools establishes an MOU (*Memorandums of Understanding*) with local community organizations to create and offer services that build the capacity of our schools. Volunteers with these organizations may have duties assigned by program coordinators and may have requirements that extend beyond the district's standard volunteer requirements.

Fieldtrip Volunteer: Chaperones are volunteers who agree to accompany and assist staff on school-sponsored field trips. Chaperones provide additional adult supervision and ensure a safe and well-supervised learning experience for students. Teachers and school administrators are responsible for assigning specific duties to chaperones. Fieldtrip chaperones must complete the standard registration and background check required of all volunteers with the district.

Special Event Volunteer: Occasionally, we host one-day events like career day panels and KCPSFest, where additional support from volunteers is needed. District and school staff recruit and assign specific duties for special event volunteers. For these types of activities, volunteers are **not required to complete a background check**.

Mentor Volunteer: The mentor program has a **separate registration and background check** required. Please visit <https://www.kcpublicschools.org/how-to-get-involved/mentoring> to learn more about our mentoring programs.



Volunteer Expectations

KCPS acknowledges the significant role volunteers play regarding programming, services, and achievement, and we appreciate the many contributions made to our students, families, staff, and schools. To ensure consistent practices and positive experiences for our volunteers, we expect you to:

1. Sign in upon arrival at the office with the person or program you are volunteering with at the school or event site.
2. Wear the volunteer shirt, button or name tag provided (if applicable).

As a volunteer, please ...

- Respect confidentiality of students and school personnel.
- Follow dress code, hours of work, and all regulations, rules, and policies stated for school employees and volunteers.
- Use reasonable judgment in making decisions. Consult with school staff for guidance if needed.
- Be considerate. Realize that you are expected to enrich and extend learning opportunities for students and promote educational excellence for the school system.

Background Screening Criteria

- Criminal Check – CLEAR record required
 - Misdemeanors that occurred more than ten years ago will be accepted so long as they are not sex-related, violence against a person, or drug-related offenses.
 - If misdemeanor occurred more than 10 years ago that was sex-related, violence against a person, or drug related, the applicant will be deferred to central office for additional review and final decision.
- Child Abuse and Neglect – CLEAR record required
- Sex Offenders Registry – CLEAR record required
- DUI convictions must be older than three years

If you have **previously volunteered** with us, simply:

Log-in on our website at <https://kcpublicschools.galaxydigital.com/>.

Select a volunteer opportunity, or the “At Large” option.

If needed, respond to the link in the email to renew your background check.

And that’s it! You are ready to continue your service as a volunteer. ❤️