

Step 1: Create a Galaxy Account
(<https://spininc.galaxydigital.com/>)

Spin, Inc.



spininc.galaxydigital.com

- See attached document for other details

Step 2: Sign up for a Volunteer Opportunity

- See attached documents for details
- Choose **Special Education Practicum Student**
- For Part III, that is after you completed the observation hours

Step 3: Clearances (Send Child Abuse, Criminal Background, FBI, COVID card, Driver's License using the Google Link in this section) - Clearances must be within the last year

- Child Abuse
- PA State Criminal Background Check
- NSOR application (See attachment 2 and check the last box) *Complete all other items, sign and date and send to the email address on form. You will receive a confirmation*

email that it was received. Please forward that email confirmation to me cspross@spininc.org

- FBI Clearance -
- COVID Vaccination Card
- Driver's License/ID
- Google Link:

https://docs.google.com/forms/d/e/1FAIpQLSe1qfQhU6-CtlZr8dCHYs5AqIYoTNfaKPZ0RJLvBTQqSpBzpg/viewform?usp=sf_link

Step 4: Volunteer and Early Childhood Education Code of Conduct

- Complete the electronic paperwork from the link below (After completing the fields and submitting, you and I will receive the completed packet automatically for your records and I will receive mine)
- https://na1.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhAUNbL3GXHTrAumTJxDfHYL4Hs8x46NFSka8KMI3FBt6fYLitQlIttknyiYTPVHnpYA*

Volunteer Forms 2023

Share with your colleagues and friends the simplicity of using Adobe Acrobat Sign to sign documents electronically. Click on the buttons below to spread the word! Learn more at

na1.documents.adobe.com

Step 5: Orientation

- Watch video:
<https://www.philasd.org/face/volunteer-video-orientation/>
- Take Quiz
- Our school is not listed, so please choose Stephen Decatur
- Email certificate as a PDF to
spinecevolunteer@spininc.org and **CC**
cspross@spininc.org

Linked Docs:

-  Volunteer How To.pdf
-  NSOR.APPLICATION.05.02.22.pdf