



GCS Volunteer Portal Guide

Contact Information

Joshua Leeper

GCS Program Administrator - Volunteers & Community Engagement

leeperj@gcsnc.com / 336-370-8353

Thank You Volunteer Coordinators & School Leaders!!!

You take the time from your busy schedule to:

- Welcome volunteers to your school
- Answer questions from new and returning volunteers
- Share news about volunteer opportunities
- Keep volunteers active in the database
- Log volunteer hours every month
- Work everyday to recruit, recognize and retain volunteers!




Contributions of Volunteers

During the 2021-2022 school year, GCS worked with more than 5,500 volunteers who donated over 110,000 hours helping our students and schools. They helped build outdoor classrooms, beautify school campuses, tutor/mentor and much more!

The contributions of our volunteers is valued at more than \$3.2 million according to the national value of each volunteer hour.

Apps Sharepoint Mileage Reimburse... GCS Volunteer Regi... Employee Services Bb Print Services / Home Fulcrum PurchaseOrders - H... Three Powerful Affir... DonorPerfect Login Device Order and P... School Resources Reading list



Volunteer Registration Login


Login

Password

Login

[New Volunteer? Click Here to Register.](#)

[Forgot your password? Click Here.](#)



SSL Certificate Authority

Volunteer Portal

Individuals who are 16 years old and older are required to register with GCS including GCS employees and students unless they are volunteering with their own school/department.

(Link to volunteer portal - <https://www.gcsvolunteers.com/login.php>)

Volunteer Registration

First Name *

Login * (The login name for the next time you use this system.)

Password *

Address *

City *

Home Phone *

Email *

Email Opt-In * Yes ☐ (May GCS use your email address to contact you?)

Sent By * <Please Select> (How did you find out about volunteering with GCS?)

GCS Event * (If you heard about volunteering while attending a GCS event, which event was it?)

Please specify the schools where you are planning to volunteer.

School 1 * <Please Select>

School 2 * None

School 3 * None

School 4 * None

Frequency * <Please Select>

Do you have students at our schools? If so, please list:

Name

Name

Name

Please let us know the specific days of the week and times of day that you are available and willing to volunteer.

Below are some examples of volunteer opportunities. We will provide you with more specific volunteer job descriptions once we get an idea of the kinds of things that interest you.

<input type="checkbox"/> Classroom	<input type="checkbox"/> Media Center
<input type="checkbox"/> Computer Lab	<input type="checkbox"/> Lunch Buddy
<input type="checkbox"/> Reading Buddy	<input type="checkbox"/> Mentor
<input type="checkbox"/> Character Development	<input type="checkbox"/> Art/Drama/Music
<input type="checkbox"/> Bus/Cafeteria Monitor	<input type="checkbox"/> Test Proctor
<input type="checkbox"/> School Leadership Team	<input type="checkbox"/> Event Volunteer
<input type="checkbox"/> Front Office	<input type="checkbox"/> Fundraising
<input type="checkbox"/> Developing Community Partnerships	<input type="checkbox"/> Virtual Volunteer (off-campus)
<input type="checkbox"/> Family Fun Day	<input type="checkbox"/> District Initiative (Cool to serve, Cool to be smart, SOOS, COE)
<input type="checkbox"/> Field Trip	<input type="checkbox"/> Athletic Coach (Unpaid) Athletic Director Must Approve
<input type="checkbox"/> Grassroots Parent Coordinator	<input type="checkbox"/> Title I Ambassador
<input type="checkbox"/> Identify Community Partners	<input type="checkbox"/> Campus Clean Up/Beautification Projects
<input type="checkbox"/> International Volunteer (Must be approved by principal)	<input type="checkbox"/> Guilford Parent Academy

Other:

Grade

Grade

Grade

Click This Button to Submit! ---->

[Click here to log out.](#)

Registration Page

If a volunteer cannot remember their login information, please ask them to send an email requesting assistance to leeperj@gcsnc.com or to call 336-370-8353.

Below are some examples of volunteer opportunities. We will provide you with more specific volunteer job descriptions once we get an idea of the kinds of things that interest you.

- | | |
|--|---|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Media Center |
| <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Lunch Buddy |
| <input checked="" type="checkbox"/> Reading Buddy | <input type="checkbox"/> Mentor |
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Other:

Information for Criminal Background Check

Please enter at least one of the following four ID numbers with blue stars*. (SSN, Drivers License, Passport, Visa)

SSN * (no spaces or dashes)
Driver License # * <Pick State> ▾
Passport *
Visa * (NOT a credit card number.)
Maiden Name (required if applicable)
Date of Birth * (mm/dd/yyyy)
Race * <Please Select> ▾
Gender * <Please Select> ▾

Record of prior addresses during the past 10 years:

	Address	City	State	County	Year In	Year Out
Address 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please list any felony or misdemeanor criminal convictions, guilty pleas, deferred prosecutions, prayers for judgments, and pending charges. (Excluding minor traffic violations)

I certify that all the foregoing is complete, accurate and true and agree to notify the district of any change in the foregoing information. Further, I certify that I have never been convicted of criminal behavior which includes either an act of violence or of a sexual nature. I hereby authorize the Guilford County Board of Education, its designated employees or agents to secure any and all information on my background and direct the holders of any and all such information about me to release it to the Guilford County Board of Education, its designees and agents. I hereby expressly waive any claims against the holders of any such information for their compliance with this directive.

Click This Button to Submit! ---->

Submit

[Click here to log out.](#)

Background Check

Important: Individuals must checkmark a volunteer opportunity that they are potentially interested in to input a personal identification number to submit their background check. Background checks generally take up to 72 hours to process. If an email is not sent regarding their application status, individuals can log back in using their credentials to find an updated status at the top of their application.

Background Check

- **Volunteers that are denied have the right to appeal the decision and can do so by contacting Carla Alphin; Director of Employee Relations, Human Resources at 336-378-8821 or alphinc@gcsnc.com.**
- **Principals do have the discretion of approving volunteers that have been denied due to a past discrepancy on their record or in other circumstances.**
- **Volunteer background checks are run through the N.C. Administrative Office of the Courts database on a nightly basis for past/current criminal records.**

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|--|-------------------------------------|--|
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Race * <Please Select> ▼

Gender * <Please Select> ▼

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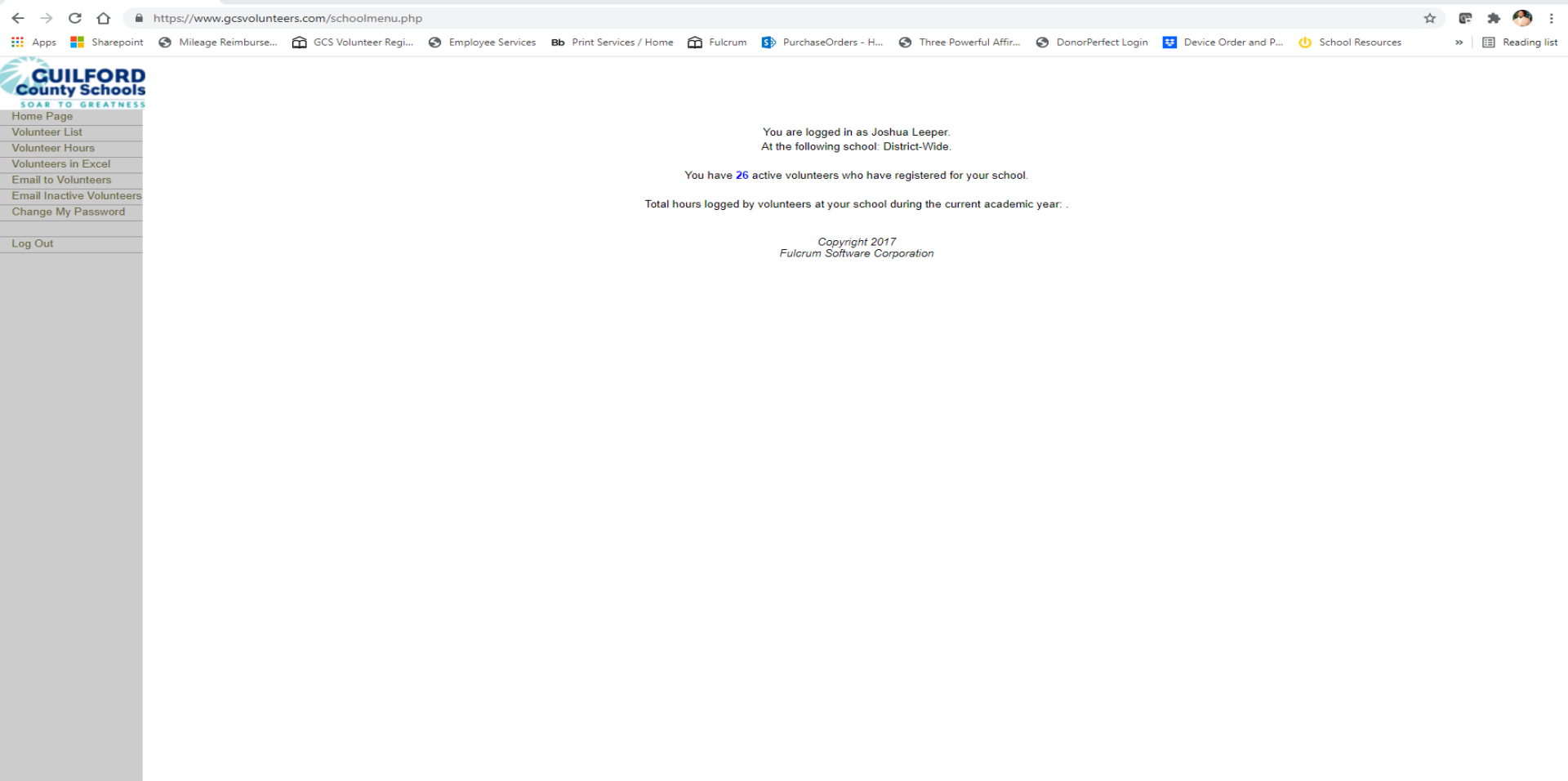
Click This Button to Submit! ---->

Submit

[Click here to log out.](#)


International Volunteers

If a volunteer does not have a driver's license or social security number, they must submit another document as proof of identification and obtain principal approval prior to volunteering.



Administrative Access

Principals, Assistant Principals, and Volunteer Coordinators all have administrative access to the volunteer portal. This is an example of the homepage of an administrator logging in to the volunteer portal. If you do not have access or if another staff member at your school needs access, please contact Joshua Leeper.



SOAR TO GREATNESS

- Home Page
- Volunteer List**
- Volunteer Hours
- Volunteers in Excel
- Email to Volunteers
- Email Inactive Volunteers
- Change My Password
- Log Out

Alphabetical Volunteer List

Currently viewing **ALL**

ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

(Click on a row to view that volunteer)

Vol #	Last Name	First Name	Application Date	CBC Required?
66025	Bennett	Quanesha	08/24/21	Yes
47183	Brown	Geniene	08/28/17	Yes
24395	Clark	Coshenda	10/14/13	Yes
23402	Courts	Louise	09/20/13	Yes
65738	Dalton	Tod	05/10/21	Yes
63535	Daniel	Paula	01/13/20	Yes
30033	Davis	Bernadette	09/30/14	Yes
65814	Davis	Crystal t	07/14/21	Yes
59689	De'liberto	Deanna	07/26/19	Yes
31377	Flood	Jessica	11/10/14	Yes
65693	Gaiser	Rose marie	04/05/21	Yes
65860	Gary	Jekara	08/01/21	Yes
56579	Goodell	Suzanne	11/28/18	Yes
34033	Graves	Ditra	05/22/15	Yes
3504	Herring	Donya	09/17/10	Yes
66061	Jamison	Kimberly	08/28/21	Yes
47584	Jeffries	Jacqueline	09/06/17	Yes
65072	Linares	Jarytza	09/14/20	Yes
65582	Mitchell	Randolph	02/20/21	Yes
65581	Mitchell	Yolanda	02/20/21	Yes
65880	Morrison	Iyanna	08/05/21	Yes
14429	Osborne	Jennifer preuss	02/27/12	Yes
842	Oxner	Laura	08/26/10	Yes
19272	Peppers	Pamela	12/31/12	Yes
65796	Williams	Naomi	06/29/21	Yes
29977	Wilson	Rachel	09/29/14	Yes

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Administrative Access – Volunteer List

By clicking on the volunteer list tab, you will be able to view a list of cleared and active volunteers for your school in alphabetical order. By clicking on a volunteer's name, you will have access to their application and contact information.

If you do not see a volunteer's name who has claimed to have completed an application, please contact Joshua Leeper to confirm their status.

Volunteer Hours

Show hours for the following year: 2021-2022 ▼

July

August

September

October

November

December

January

February

March

April

May

June

Save

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Administrative Access – Volunteer Hours

Enter hours with whole numbers by the 8th of each month!

Hours for any volunteer including school and athletic interns should be included in this number. Volunteer hours are used to help determine the winner of the Hubert B. Humphrey Jr. award, national volunteer month recognitions, district recognitions and most importantly show the communities involvement in our amazing schools.

All volunteers at your school who have been cleared or did not require a background check will be saved to an Excel 2000 spreadsheet.



Click on the picture above to open the Excel 2000 file on your computer.

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Administrative Access – Excel

Download a list of active and cleared volunteers to an excel spreadsheet by clicking on this tab.

Send Email to All Cleared and Active Volunteers at Your School

Email Body

(Please click only once. This may take a while.)

Send Email

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Administrative Access – Email

Email active and cleared volunteers (Only text and links are allowed; no images).

Send Email to ONLY Inactive Volunteers

Email Body

(Please click only once. This may take a while.)

Send Email

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Administrative Access – Email

Email inactive volunteers (text/links) volunteers (Only text and links are allowed; no images).

Best Practices

- Identify your school's greatest needs for volunteers
- Introduce yourself as your school's volunteer coordinator during staff meetings or send an email to staff.
- Communicate volunteer needs: online, print, ConnectEd, phone calls, volunteer portal, social media, etc.
- Welcome new volunteers immediately; communicate with all volunteers regularly!
- Have a system to welcome and place new and returning volunteers
- Develop volunteer ambassadors
- Share monthly volunteer hours with staff and volunteers
- Use a survey to inventory your volunteer talents and availability
- Ask volunteers what they would like to do
- Recognize volunteers
 - Publicize volunteer opportunities/events at goodnews@gcsnc.com
 - Social media, thank you notes from students, mentions in ConnectEd, letters from leadership team, etc.

Save The Date:

**National Volunteer Week:
April 16 – 22, 2023**



Questions, Comments, or Concerns?

For all volunteer related needs please contact Joshua Leeper at 336-370-8353 or leeperj@gcsnc.com.