

New Volunteer Application Instructions

Green Bay Schools is excited to launch a new Volunteer Program in which volunteers will fill out an application through Volunteer Tracker. In this software, volunteers will have an account, indicate interests and be able to sign up for existing opportunities. You will also be notified when opportunities arise in the category of your indicated interests.



Please follow the instructions below to begin volunteering:

1. Click [HERE](#) to access application or visit <https://wilder.gbaps.org>, click on Volunteer, click on link in Step 1
2. Select NEW REGISTRATION, create a profile
3. Check your email entered in your profile. An email confirmation will be sent, click on link
4. Log back into Volunteer Tracker with username and id
5. Proceed to fill out background check, making sure to fill out all fields marked with an asterisk *
 - a. A primary location must be selected
 - b. If you are willing to volunteer at any school, under Location 2, select All Schools, it is the last option in the drop down box
 - c. Activities have three levels: Partnerships, Level 1 and Level 2. Only select a partnership if you are already established within that organization. Level 1 activities do not require a background check, Level 2 activities require a background check.
 - d. Please select all activities you are interested in volunteering for, keeping in mind that most activities fall under Classroom Helper/Parent Helper and Special Events.
6. Continue to fill out all asterisk fields. At the bottom of the application, select "I Authorize" and submit.

You will be notified that you have submitted an application, and you will be notified when your application has been approved. After your application has been approved, you can log in at any time and search for different volunteer opportunities under the Opportunities tab. You will be asked to sign in and out electronically in the office when you volunteer. Also note that everyone will have stars associated with how many hours they volunteer!

Thank you so much for filling out our application and we hope your volunteering experience with GBAPS is rewarding and know that you and your dedication is so appreciated!

Contact Amy Fish at any time with questions.

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