Quick tips to RENEW/REGISTER as an ADDitions Volunteer

https://ocps.samaritan.com/custom/503/

1. Click Search Opportunities 　　　　**OR**　　　Click Log In to volunteer at your school.
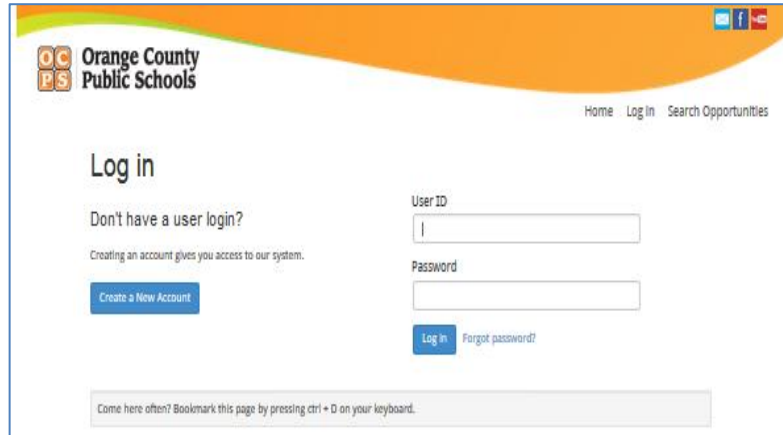
NOTE: IF returning volunteers, you will be asked use the same username and password you used last year. If you are unsure of the password, you can click "forgot password" and the system will email you a prompt. **You will be asked to go through and answer security questions and list your student's school. Remember: This DOES not link you to your desired school. You must follow the steps to Search Opportunities for your school and sign up for each event.**

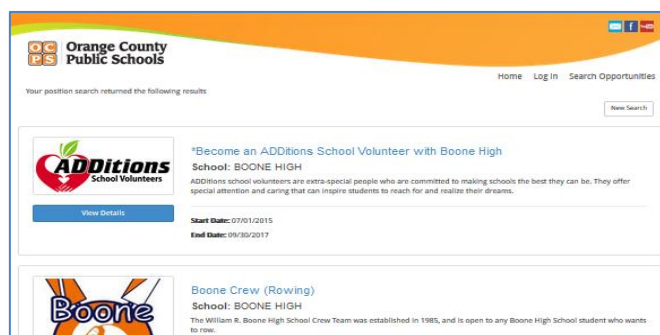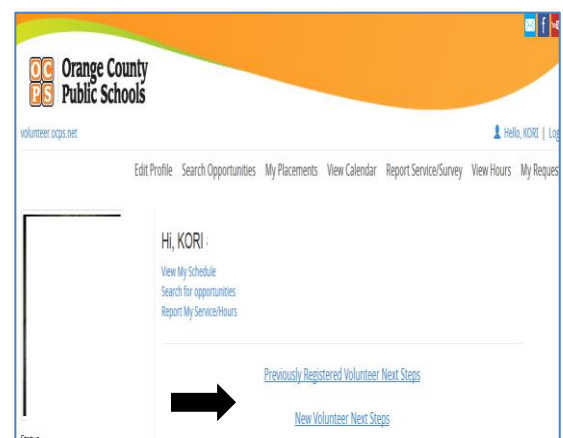**For NEW volunteers, follow prompts as directed.**

2. Once in the system, choose a prompt as indicated by the arrow.

3. Instructions will be provided on what steps to follow next.
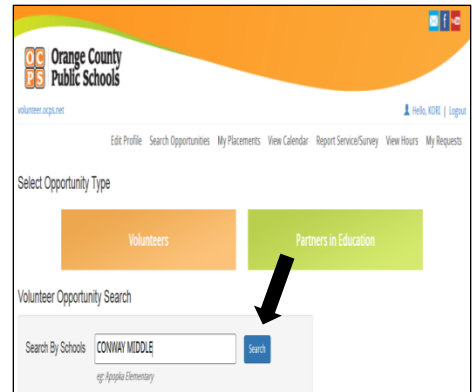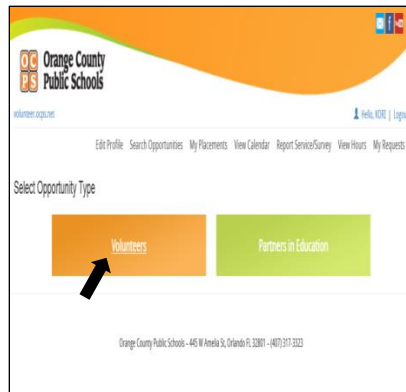
4. Search your school.

5. Click on "Sign Up" as an ADDitions volunteer and return back to search new opportunities.

**6.** Repeat for each opportunity you want to sign up for.

How to Select a Volunteer Opportunity

1. Select Volunteers.
2. Enter Your School.
3. Search Opportunities. Sign Up for your desired opportunity. Your FIRST opportunity needs to Become ADDitions Volunteer.

*NOTE: If you have more than one student at a different OCPS/Charter school, you will have to search and sign up to become an ADDitions volunteer for EACH OF YOUR STUDENT'S school.
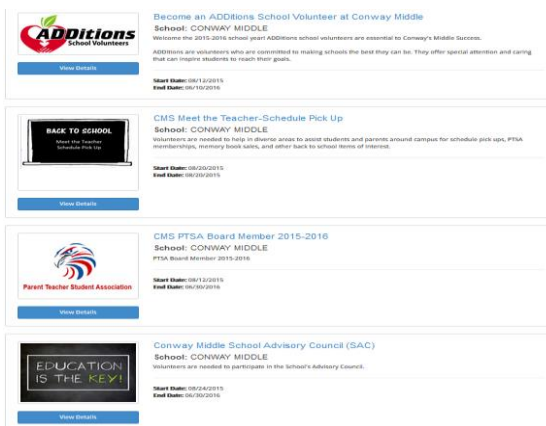
4. Once you sign up for an opportunity, you will receive a message/email. View all sign up requests and your placements under the tabs on your dashboard (home page on your profile).

You will be placed as soon as possible.
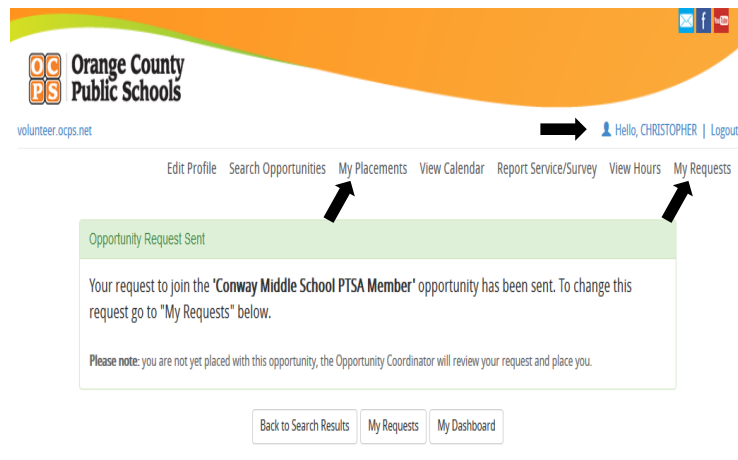
See the OCPS Community Resources website for additional information at [http://volunteer.ocps.net.](http://volunteer.ocps.net) Or contact the ADDitions Coordinator at your school.

On campus reminders:
- ✓ **Volunteers must have a badge on at all times. Please bring government issued picture ID with you when you come to school to volunteer (i.e. driver's license).**
- ✓ All volunteers are required to sign in and out each time they are on campus using the computer in the office. (Directions will be available in the office)
- ✓ Select the volunteer activity **YOU** registered for online. Remember to sign out.