

Raptor Volunteer Parent Application Directions

Completing an Online Volunteer Application

1. Click the [link for the online volunteer application](#).



2. On the Welcome screen, review the introductory information and then click Next to continue. If you want to exit the application, click Cancel Application.

The screenshot shows the 'Personal Information' form. It has several input fields: 'Legal First Name *', 'Legal Middle Name *', 'Legal Last Name *', 'Address Line 1 *', 'Address Line 2 / Apt # / Building #', and 'City *'. There is also a checkbox labeled 'I don't have a middle name'.

3. On the Personal Information screen, complete the information on the screen:
 - a. **Be Sure to enter the information exactly as it appears on your government-issued ID**
4. The fields marked with an asterisk (*) are required. Click Next.
 - a. Parents with shared emails can have one portal account for sign-in and sign-out.
 - b. The first parent to complete the application will get the account, but the second parent cannot log into the portal to use it.
 - c. Both parents will have a personal volunteer profile for logging in and out, but only one volunteer will have a portal to track non-logged hours.

The screenshot shows a confirmation dialog box overlaid on the application. The dialog box contains the following text: 'Please confirm the accuracy of the following information—which must match your government-issued ID. If your first, middle, last name, and date of birth is incorrect, your application will not be processed correctly.' Below this text are input fields for 'Legal First Name' (Samantha), 'Legal Middle Name' (empty), 'Legal Last Name' (Twin), 'Date Of Birth' (6/15/1959), and 'Email' (howdy@aol.com). At the bottom of the dialog box are 'Go Back' and 'Confirm' buttons.

5. Review the information that is displayed on the confirmation dialog. If the information is correct, click Confirm. If corrections are necessary, correct the information in the dialog before proceeding.

Note: If the applicant has previously applied and been denied and marked as banned from reapplying, a message is displayed indicating the application cannot be processed.

6. On the School Preferences screen, check the boxes for the schools where you would like to volunteer and click Next.

Please select the schools at which you wish to volunteer

Search All Schools and Buildings

Elementary Schools

Acreage Pines Elementary

Addison Mizner Elementary

Allamanda Elementary

Banyan Creek Elementary

7. On the Functions screen, check the boxes for the functions (activities) you would like to volunteer for and then click Next.

Please select the functions from the list below. (select all that apply)

If you are a Florida Public Record Law Exempt Volunteer, please complete the exemption form [here](#) before continuing.

If you are a Field Trip Volunteer Driver, please complete the [Volunteer Driver Form](#). You will also need a copy of your insurance card to upload into the system.

Functions available at all schools (functions are activities for which you can volunteer)

Standard Volunteer

Field Trip Volunteer

Public Records

8. On the Documents screen, upload the required documents and click Next.
Note: This page will not be displayed if there are no required documents.

9. On the Organizations screen, check the box for the organization you are associated with and click Next.

Please select the organization(s) on behalf of which you are volunteering (if not applicable, select "None")

Organizations associated with all schools

Mentor - Big Brothers/Big Sisters

Mentor - Take Stock in Children

Mentor - Boys & Girls Club

Mentor - Americorps

Mentor - Anne and Sam Klein Jewish

10. Read the Application Disclaimer, click the Signature box, and use the mouse or touch screen to sign your name.

Please read the disclaimer below and provide your signature

By providing your signature, you agree to abide by the rules and regulations of the District Volunteer Program.

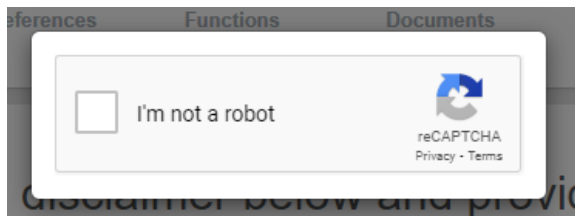
Name

Samantha Twin

Signature *

By signing your name you agree to all the above statements. Use the mouse or touch screen to sign.

11. Select the check box on the CAPTCHA dialog to continue.



12. On the Done screen, click Finish.

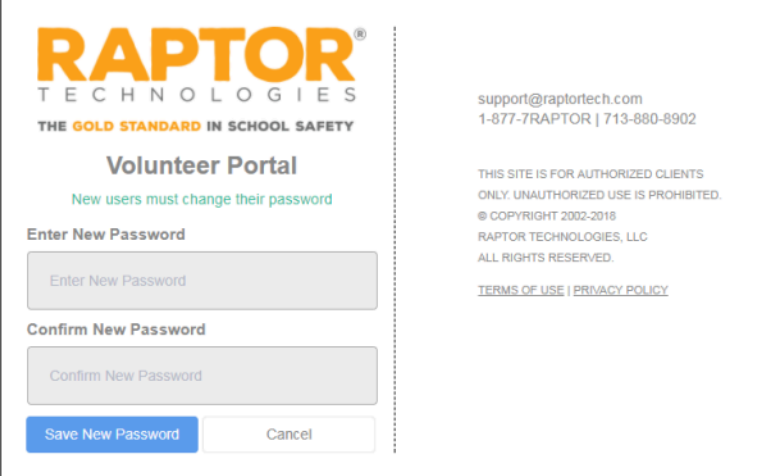
Thank You

Your volunteer application has been successfully submitted and will be reviewed per the district's volunteer policy. You will be notified as to your volunteer status within a week's time. If you have any questions, please contact the Volunteer Coordinator.

13. The applicant will receive an email that their application has been received and is being processed. Upon approval, they will be emailed notifying them that their application has been approved.

Volunteer Portal

Use the information in this section to log in for the first time to the volunteer portal, change your password, reset your password if necessary, and to log out of the portal.



The screenshot shows the Raptor Technologies Volunteer Portal interface. On the left, the Raptor Technologies logo is displayed with the tagline 'THE GOLD STANDARD IN SCHOOL SAFETY'. Below the logo, the text 'Volunteer Portal' is shown, followed by a note: 'New users must change their password'. The form contains two input fields: 'Enter New Password' and 'Confirm New Password'. At the bottom of the form are two buttons: 'Save New Password' (in blue) and 'Cancel'. On the right side of the form, contact information is provided: 'support@raptortech.com' and '1-877-7RAPTOR | 713-880-8902'. Below this, a disclaimer states: 'THIS SITE IS FOR AUTHORIZED CLIENTS ONLY. UNAUTHORIZED USE IS PROHIBITED. © COPYRIGHT 2002-2018 RAPTOR TECHNOLOGIES, LLC ALL RIGHTS RESERVED.' At the bottom right, there are links for 'TERMS OF USE' and 'PRIVACY POLICY'.

Change Password

You must change your password the first time you log in to the Volunteer Portal. Perform the following steps to change your password.

1. Click the link in the email that was sent to you.
2. Enter a New Password, confirm it, and then click Save New Password.

Log In

After you have changed your initial password, perform the following steps to log in:

1. Enter your Username (email address) and Password on the Volunteer Portal login screen.
2. Click Log In.

Request Forgotten Password

If you have forgotten your password, you can reset your password using the following procedure:

1. On the Volunteer Portal Login screen, select the Forgot Password link.
2. Enter your Username and then click Send Reset Email.
3. Open the email sent to you and click the Please click here link to confirm your request and reset your password.
4. On the Password Reset screen, enter a New Password and re-enter to confirm it.
5. Click Save New Password. The Volunteer Portal login screen displays a message indicating your password has been changed.

You can now log in to the Volunteer Portal with your new password.

Request Forgotten Username

Select the Forgot Username link on the Volunteer Portal login screen if you have forgotten your username. A message displays informing you that your user name is your email address.

Log Out

To log out of the Volunteer Portal, select Sign Out in the upper right corner of the portal.

****You MUST Log out, or you will get an error the next time you try to log in.****

Manage Your Volunteer Portal Preferences

Use the Preferences tab on the Volunteer Portal to indicate your sharing information preferences.

On the My Preferences workspace, specify the following information and then click Save:

- Time Zone – Select the time zone for the region where the school is located.
- Share my telephone number(s) with other volunteers – **Do not change the default; you should never share your information.**
 - No should be listed in the drop-down list to indicate whether you want your phone number shared with other volunteers.
- Allow other volunteers to contact me via email – **Do not change the default; you should never share your information.**
 - No from the drop-down list to indicate whether you want your email address shared with other volunteers.