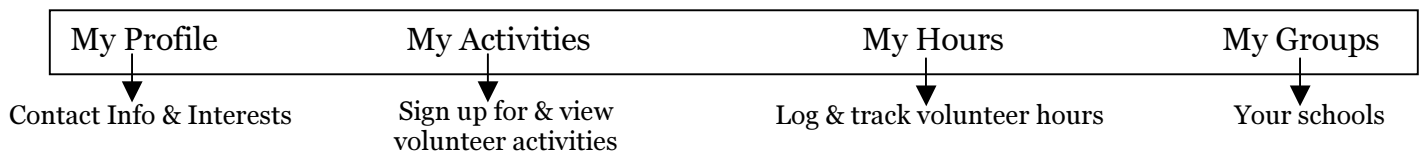


How to Complete an On-Line Volunteer Profile

1. Visit the Wausau School District Volunteer web page at www.wausau.k12.wi.us and click the “Volunteer Now” button.
2. **Where you want to volunteer.** Click the school’s name you want to volunteer at OR if you have an existing volunteer profile on-line, you can click on “Existing Volunteer Log In” and you will be directed to a login screen.
3. **Start an application (or add a school to your profile).** Click “I would like to volunteer for this organization”. You will be asked if you have an existing volunteer profile; click “No” if you are a first time user. Click “Yes” if you have an existing on-line profile and want to add this school to your choices. Your existing information will connect with this new choice so you don’t have to re-enter it!
4. **User name and email.** Create a “User Name” (something easy to remember like your email address) and enter your email address for volunteer communication.
5. **Password and contact information.** Create a password (something easy to remember) and enter your contact information (some information is optional, some is required).
6. **Volunteer agreement.** Click on “I agree with the volunteer policies” and read the volunteer acknowledgement. After reading, check the box to the left of the link. Click “Save and Continue” when complete.
7. **Additional information about you.** Complete this section to help us better match you with volunteer opportunities. Any question/category that is underlined you can click to get more information.
8. **Qualifications.** Complete only the qualifications that have drop-down boxes. Wausau School District personnel will complete other qualifications. If you have an approved Criminal Background Check and/or other qualifications on file, the Volunteer and Community Involvement Coordinator will update these fields for you. If a qualification is underlined, you can click it to read more about it. Click “Save and Continue” when complete.
9. **Activities sign up.** Here you can start making choices of what you’d like to do as a volunteer. This section is different for each school, event and time of year. Check frequently for updates. Please note: more activities will be added as our system grows.
10. **Editing your profile.** After you’ve completed your profile, you can choose another school (see Step 2), add activities, make edits to your profile information, enter hours if you’d like to keep track, see what schools you are connected with, etc.



- You can REMOVE a school from your profile by logging in, going to “My Groups” and clicking “Remove”.
- If you need a criminal background check completed, you can print this form on the District website (See Step 1). A link to the form is listed under “Volunteer Forms”. You can return it to your school’s office or RoxaneHagedorn at the Longfellow Administration Center.