

Volunteer Application Process

Tracking Volunteers

Tracking Applicants:

Please send me a list of parents expected to participate. A folder will be created to track your volunteers through the application process. Once a week an updated spreadsheet will be sent to the School Volunteer Coordinator and Office Manager.

Here are some things to note regarding their volunteer application status:

- If they are not on the list, they do not have an application on file in Frontline.
- If their status is blank, they have not applied to be an Extended Support Volunteer.
- If their status says *Disclosure Form Pending*, they need to fill out a disclosure form in their application.
- If their status says *Extended Safe Schools Training Pending*, they need to complete their Vector training.
- If their status says *Pending HR Review*, there is something missing that needs to be tracked down. Please have the applicant call me.
- If their status says *Approved...* they are approved. 😊

****Emails sent from Frontline's Recruiting & Hiring will be from "mailbot@applitrack.com" and often end up in junk mail. Please make sure applicants are looking for messages from this email address.**

Reminders:

- Current Everett School District employees, including substitutes, are automatically approved to volunteer.
- Field Trip volunteers must be approved as Extended Support Volunteers.
- Field Trip chaperones must be 21 or older. Volunteers can be 18-21 and go on field trip, but they cannot be considered one of the chaperones.
- Volunteers who are not in Frontline cannot volunteer for overnight camps or after school activities.

[Lighthouse Volunteer Application Guide](#)