

## **TO BECOME A VOLUNTEER THROUGH THE COMMUNITY PORTAL**

- Log onto [www.dadeschools.net](http://www.dadeschools.net)
- Click on Community
- Log onto Portal
- Create a username and password

Once a PIN has been received via email from the Volunteer Department.

Return to the Community Portal

- Click on Apps/Services/Sites
- Click on Be a School Volunteer
- Fill out required information (**Be sure to select AWK8 from the drop down menu and Level 1 activities– this is very important**)
- Submit
- An email will be sent you with clearance results
- See Mrs. Thomas in the Main Office or Mrs. Fites in the Media Center with your ID for final approval and your volunteer number

**\*\*PLEASE NOTE VOLUNTEER INFORMATION (School and Activity level)  
MUST BE REFRESHED EACH SCHOOL YEAR\*\*\*\***