

How do I get started?

Step 1: Apply to the [District Volunteer Pool](#).

Step 2: Contact the individuals below so they know you have applied. Explain in a few sentences why you are interested in volunteering and any experiences you have in the area.

Aquarium: [Mary Blasius](#) and [Tara Giblin](#)

Horticulture Garden: [Joe Stead](#) and [Tara Giblin](#)

Step 3: Wait for a communication from the Math and Science Division, followed by an email with a link from District HR.

Then follow the instructions from HR email to complete and submit these documents using the online portal system.

- 1) Volunteer Agreement
- 2) Personal Data Form
- 3) Obtain Live Scan Clearance*
- 4) Provide TB Clearance**
- 5) Provide a picture ID

Step 4: Wait to receive authorization from District HR to begin your volunteer work.

Then you can work with the faculty and staff contacts in the area to set up days and times to volunteer.

Important Note:

*Volunteer will be responsible for the Live Scan/Fingerprinting fee. Fees vary based on location. See the following [memo](#) for details.

**Proof that volunteer is free of active tuberculosis within the last two years.