Call for Volunteers!

Family engagement is a key component of the new Elementary School Sports Program, *CPS SCORE!* Parents, guardians and family members are encouraged to participate in the program through volunteering. Volunteers will take on the following important game day roles and responsibilities at Conference High Schools on Saturdays:

1) **Scorebook Manager:** Each game requires one scorebook manager who will be responsible for keeping score in the official scorebook, tracking fouls and ensuring the officials sign the scorebook at the end of the game.
2) **Scoreboard Operator:** Each game requires one scoreboard operator. The scoreboard operator is responsible for timekeeping and scorekeeping.
3) **Assistant Site Managers:** Each high school will have a Site Manager who will need numerous assistants throughout the day. Assistants will take on roles such as ushering, managing the help desk, overseeing food/water service, etc.

CPS is committed to encouraging volunteering and enhancing community involvement while also ensuring the appropriate level of safety and security for our students. As such, anyone interested in volunteering is required to first complete the CPS Volunteer Programs process for a Level II volunteer by following the instructions provided. After being approved as a Level II CPS Volunteer, volunteers will work with the Office of Sports Administration to be assigned to the right location and role for them.

Important Note: *This process does not apply to individuals that wish to coach a team or officiate games. All individuals interested in coaching a team or officiating must express interest through a simple application for Recreation Leader (Community Sports) - Job ID #3008, complete a brief interview and attend coach training with the Chicago Park District before the season starts. Apply at* http://www.chicagoparkdistrict.com/jobs/

Instructions for becoming a Level II Volunteer for CPS SCORE!

1. Visit www.cpsvolunteers.org

2. Select "COMPLETE A VOLUNTEER APPLICATION"

3. Select "New Volunteer"

4. Fill out the Basic Information Section.

5. Under the School(s) to Volunteer Section, select "+ Add a School"

6. Select your student's school under "School".

7. Select "Level II" for Volunteer Type.

8. Select "+ Add a School" again.

9. In the school section, select "Office of Sports Administration" and select Level II as volunteer type.

10. Complete the required "Additional Information" fields. Select "Elementary Sports" for *Type of Volunteer* and "Sports" under *I am interested in volunteering in*.

11. Upload your Photo ID. You may either scan it or take a picture of it and upload the file.

12. Ensure you have completed all required fields and press "Submit Application".