Union County - Field Experience

- 1. Complete and submit the following documents:
 - a. Union County Public Schools Volunteer Application
 - b. PDF of your completed and confirmed application
- 2. Submit all completed documents through the Microsoft Form link available on the Field Experience website.
- 3. Placement confirmations will be provided by the Office of Educator Engagement and Student Success and reflected in the Brave Educator Dashboard. Be sure to check the dashboard regularly for updates.

Questions? Please contact the Director of Educator Engagement and Student Success, Dr. Kamina Fitzgerald, <u>kamina.fitzgerald@uncp.edu</u>

Andrew G. Houlihan, Ed.D. - Superintendent

Board of Education Melissa Merrell, Chairman

Leslie Bovd

Gary Sides, Vice-Chairman



Human Resources Department

400 North Church Street Monroe, NC 28112 Phone 704.296.9898 Fax 704.289-3676 www.ucps.k12.nc.us

Kathy Heintel Christina Helms Matt Helms Joseph Morreale Dennis Rape Candice Sturdivant

New Volunteer Applicants

Union County Public Schools (UCPS) utilizes Fulcrum, a web-based volunteer system, to manage new and existing volunteers and effectively communicate with our volunteers. Your participation as a volunteer enriches the lives of our students, and it provides an essential supplement to the job duties of our county's employees.

Our volunteer system provides a profile for each volunteer. Volunteers provide information in the initial application process that makes up the profile, and the volunteer system will provide access to your profile once you are approved to volunteer with UCPS. UCPS encourages volunteers to sign in and update the profile as information changes.

To register as a new volunteer, follow the steps below:

- Visit volunteer system page at <u>www.ucpsvolunteers.com</u>. On the *UCPS Volunteer Registration Login* page, click "New Volunteer? Click Here to Register".
- Complete the volunteer application, and click "Submit" at the bottom of the page.
- You should receive an automated email from the volunteer system within 5-10 minutes informing you that your application has been submitted and asking you to click a link to confirm your email. If you do not receive an email within 24 hours, you should request assistance. Please <u>do not</u> try to log on or sign up again until you have received assistance. Once you receive the email, click the link provided to confirm your registration.
- Your information is automatically sent for a background check upon your completion and submission of the volunteer application. Once your background check is completed, you will be approved or denied, and the system will send an automated email informing you of your status.

All questions and requests for assistance should be directed to Bill Connell via telephone at 704-296-3176, or via email at <u>bill.connell@ucps.k12.nc.us</u> .

Union County Public Schools will maintain strict, professional confidentiality regarding the Volunteer Management System. In addition, Union County Public Schools has taken steps to maintain the highest level of security.

Growing Possibilities.