

Registration Form on Clipboard

VOLUNTEER REGISTRATION FORM

LOG IN

- 1) First time you log in: Print your name by the next available ID number. This will be your number every time you volunteer at the School.
- 2) Type your ID number into the machine and press the green ENTER key.
- 3) Press the left purple key indicated as IN on the screen.
- 4) Press the PRINT key.
- 5) Carefully tear off badge, attach adhesive carrier, and place on your left shoulder. If you are a first time volunteer, the badge will just have your ID number. If you are a regular volunteer, your name will be printed.

LOG OUT

- 1) Type your ID number and press the green ENTER key.
- 2) Press the right purple key indicated as OUT on the screen.

PRINT RECEIPT

If you require proof of volunteering, as for the Military or a company as in Partners in Education, produce a receipt of service by pressing the PRINT key when logging out

ID	Last Name	First Name	
101	JONES	William	✓
102	Smith	John	✓
103	ALIS	Hank	✓
104	FRANK	Jimmie	✓
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