Parent Volunteers make our school great. Inquire about volunteering opportunities by visiting our front office or by contacting Alison Albee, SHMS Family& Community Liaison. [albeea@pcsb.org](mailto:albeea@pcsb.org)

If you are already a PCSB Volunteer, please sign-on (use v. sign-on password) to activate your registration for this new school year before August. This is especially important to do soon if you want to go on your child’s field trip. See Sign-On Instructions below.   
  
New volunteers must complete the Volunteer Registration form. Drop off the registration (with a copy of your Driver’s License) to our front desk, attn: Alison Albee. After a background check, you will be ready to volunteer. This can take up to 3 weeks, so plan ahead for field trip chaperoning.   
  
**Sign-On Instructions**: (Activate once per year, preferably in August)  
To volunteer or chaperone, our volunteers must be ACTIVE in our volunteer system. Use Mozilla Firefox, go to portal website (below) and sign-on to our volunteer system to answer the confidentiality questions. This will activate you. When you volunteer, please add your hours to this account. Our volunteer hours are very important to our school and county for showing how much our families and community do for the success of our students.   
If you have difficulty, please contact Alison Albee. (Some names may not follow these rules…)   
  
**Here is how to determine your username and password**:   
(Case Sensitive; Use Mozilla Firefox)   
Go to: <https://focus.pcsb.org/volunteer/>

Your username all lowercase is v.lastname, firstinitial   
(example for tom smith….. v.smitht).

Your password is Lastname (capitalize first letter only), yearofbirth (Smith1959)

Some names may not follow this rule. If your sign-on is not accepted, please email [albeea@pcsb.org](mailto:albeea@pcsb.org) or call 727.724.1400.

**To Answer “Confidentiality Questions” and/or**  **To Add Hours:**   
Sign-on to v. portal using your username and password. In the upper left part of screen, there is a box that says “Volunteer”. Under Messages box, click on “Click Here” link to enter volunteer hours. From there you will be asked to answer 10 questions (once per year); Afterward, you will be able to add your volunteer hours.

**NEW VOLUNTEERS**: If you would like to volunteer but you are not currently a registered Pinellas County Schools volunteer, please print out this registration form, complete BOTH sides and staple on a copy of your legal id (ie: driver’s license). Mail or drop it off to Alison Albee, SHMS Family and Community Liaison. Any questions, contact Alison at [albeea@pcsb.org](mailto:albeea@pcsb.org).