

# St. Rita's Online Volunteer System: The School Volunteer

*Please note that the full array of SRS volunteer opportunities will be available on The School Volunteer website after Parent Night. We will also be posting new opportunities as they arise throughout the year and will share news on those with you through SRS communications.*

**To access the site:**

<https://www.theschoolvolunteer.org/StRita/850/HomePage.aspx>

**Most of you already have accounts created! Try the following:**

**Login:** the email address listed in the directory

**Password:** strita (you can change this in your profile)

**However, if the above doesn't work, you can create an account:**

Access the main site with the following link:

<https://www.theschoolvolunteer.org/StRita/850/HomePage.aspx>

Choose the NEW VOLUNTEER OPTION (below the main login screen)

Complete the MY INFO section, which requires the following:

- your email address
- confirmation of your email address
- a password you will select
- confirmation of the password you select
- your first and last name
- the primary contact number where you'd like to be reached
- please note that as you set up your account and select your volunteer commitments there is an option to set reminders, and we encourage you to use the reminder feature

**Great! I can login! How do I volunteer:**

**Step 1: Complete your Diocese of Dallas Safe Environment Training.**

Our young Spartans' safety is an absolute priority for St. Rita and only cleared volunteers are approved to volunteer at the school. For information about how to receive Safe Environment clearance for the first time or renew your Safe Environment clearance, including a list of presentations and online options, please see the following link:

<http://www.stritaparish.net/index.cfm?load=page&page=173>

If you have additional questions about obtaining your Safe Environment clearance for the 2016-17 school year, email Susan Podkrash, St. Rita Parish Safe Environment Director at [spodkrash@stritaparish.net](mailto:spodkrash@stritaparish.net).

***Step 2: Access the main site with the following link:***

<https://www.theschoolvolunteer.org/StRita/850/HomePage.aspx>

***Step 3: Login using your personally selected email and password.***

***Step 4: Choose your individual volunteer opportunities.***

St. Rita's long list of volunteer opportunities are organized into the following sections, so if you have children in multiple grades, or in both PK-4 and Middle School Divisions, please make sure to check all the opportunities that will apply to you by continuing to scroll all the way to the bottom of the list. Different opportunities fall within different divisions and the list of divisions includes:

All School

PK-4

Middle School

Individual Grades: PK, K, 1, 2, 3, 4, 5, 6, 7, 8.

Within each grade you will find specific classroom references and specific events, for example, if you want to volunteer to attend your child's 6<sup>th</sup> Grade Fall Field Trip and they are in homeroom 6-304, you will find that online sign-up sheet listed, but you may have to scroll down to find it. Just remember to check the All School Sign Up Opportunities as well as your child's specific grade and classroom sign-up sheets.

***Step 5: Manage Your Choices***

After you have selected your specific volunteer choices, scroll down and click the DISPLAY MY CHOICES button at the bottom of the list to see your specific selections.

Questions or Problems:

Contact the volunteer coordinator Carrie McFarland, [cem2007@yahoo.com](mailto:cem2007@yahoo.com)