



Dear Parent,

We are excited about your interest in supporting our learning community at **Monarch Academy Baltimore Campus** as a volunteer and your time will be greatly appreciated. If you are still interested in being a volunteer please review and follow the Baltimore City Public School requirements. Please follow the process below:

1. Visit www.baltimorecityschools.org
2. On the right side click on **Volunteer, Partner, Donate**
3. In the middle of the page click on **Volunteer**
4. In the middle of the page in orange click **Register**
5. Read the information and at the bottom click the decision to **Agree or Cancel**
6. Once you complete this part you will receive an acknowledgement of your information entered.
7. You then need to go to **200 East North Avenue Room 317** to sign **2-copies of the Volunteer Pledge**.
8. You will then be sent to **room 120 for your background processing**. The **\$57.20** will be waived since you will be registering to volunteer.
9. **Parents are not able to start volunteering until they receive their results from the background checks in the mail.** They usually will take about five to ten business days. However, they seem to be mailed out within three days. Parents will bring the results to the school, so that **Monarch Academy Baltimore** is aware of the parents who have been cleared through all background checks. The best thing to do is to make a copy of the results for your records. **You may contact the Office of Community Engagement at 410-545-1870**



Once we have a list of volunteers registered and processed through the BCPS system we will set up an orientation and get you into the school during the times that you have indicated that you are available. For more information please contact **Emilio Williams, Dean, Student & Family Life (410) 808-3216**.

