

CIS Volunteer Process

Step	Description
1	Potential volunteer attends training
2	Potential volunteer completes registration form at training
3	Potential volunteer completes background screening before or after training
4	Send email to student support specialist at school to get principal's signature
5	CIS requests the background approval
6	Once all paperwork is approved (principal's signature and background screening), the information is sent to student support specialist
7	Student support specialist contacts new volunteer to set up their schedule