Information is Power!

VOLUNTEER APPLICATION INSTRUCTIONS

Please note you must complete your on-line volunteer criminal background search request with-in 9 minutes or your request session will time out.

Accessing the Volunteer Application Portal

- Go to www.mcdowell.k12.nc.us
- Then click on the **"Volunteer"** tab at the top of the page
- Click on **"Background Check"** this is almost at the bottom of the page
- Click on **"Volunteer Application"**

First Page of Application

- Click the **"Volunteer Application"** Button
- Fill in your First, Middle and Last Name (This **MUST** be your legal name)
- You must enter your social security number to be able to proceed to the next page
- Click the **"I Agree"** button

Second Page of Application

- Your name has already been filled in for you
- All areas in **RED** are required fields and must be completed to be able to process the request.
- Under **"School Information"** you must select at least one school
- After completing the request, type your Name in the **"Electronic Signature – Verification"** box
- Click the **"Submit Application"** button
- Your volunteer order # will be displayed, click the **"OK"** to end your session.

Thank you for your interest in becoming a volunteer with McDowell County Schools