

**SchoolEngage steps:****Applicant Submission**

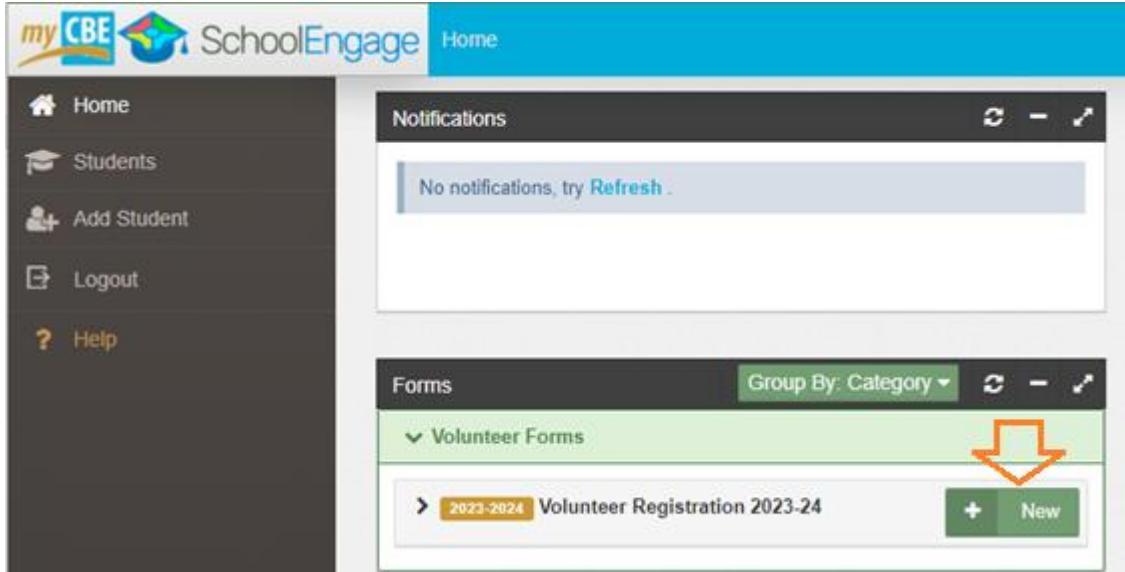
# VOLUNTEER CLEARANCE PROCESS

1. The applicant first needs to login to SE (SchoolEngage).

If the applicant has children at the CBE; they most likely already have a MyCBE account. As with other forms; the parent / legal guardian will login to SE from their MyCBE Account.

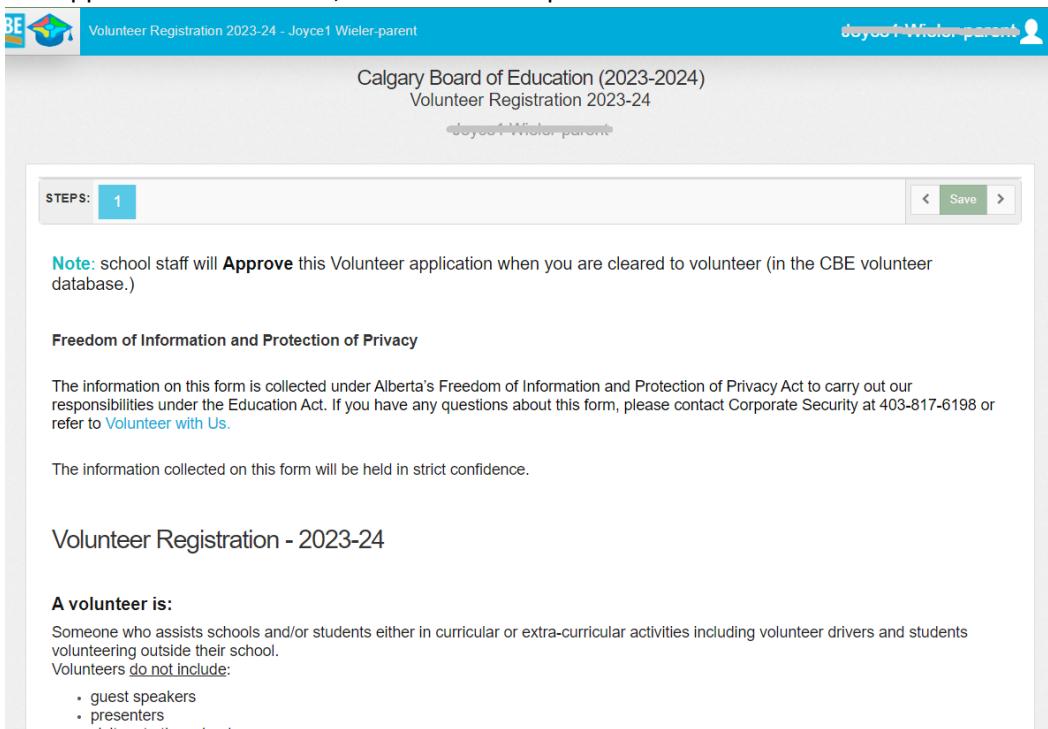
If the applicant is a relative, or any member of the public without a MyCBE account, the applicant will first create their own SE account.

2. Once logged into SE; the applicant will see this:



The screenshot shows the SchoolEngage dashboard. The left sidebar includes links for Home, Students, Add Student, Logout, and Help. The main area has a 'Notifications' section with a message: 'No notifications, try Refresh ..'. Below it is a 'Forms' section titled 'Volunteer Forms'. An orange arrow points to the 'New' button next to the '2023-2024 Volunteer Registration 2023-24' link.

3. The applicant clicks on New, then the form is presented to them:



Volunteer Registration 2023-24 - Joyce1 Wieler-parent

Calgary Board of Education (2023-2024)  
Volunteer Registration 2023-24

Joyce1 Wieler-parent

STEPS: 1 < Save >

**Note:** school staff will **Approve** this Volunteer application when you are cleared to volunteer (in the CBE volunteer database.)

**Freedom of Information and Protection of Privacy**

The information on this form is collected under Alberta's Freedom of Information and Protection of Privacy Act to carry out our responsibilities under the Education Act. If you have any questions about this form, please contact Corporate Security at 403-817-6198 or refer to [Volunteer with Us](#).

The information collected on this form will be held in strict confidence.

**Volunteer Registration - 2023-24**

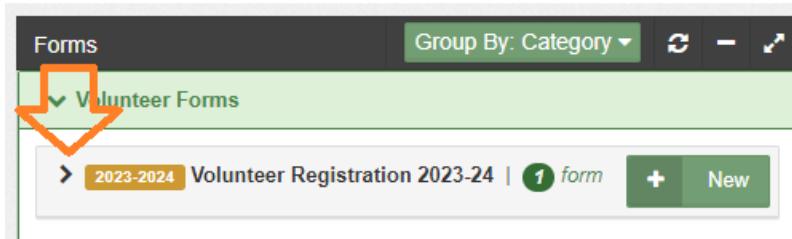
**A volunteer is:**

Someone who assists schools and/or students either in curricular or extra-curricular activities including volunteer drivers and students volunteering outside their school.

Volunteers do not include:

- guest speakers
- presenters
- visitors to the school

- After all necessary information is provided, the applicant will sign the form, and click "Submit".
- Now the applicant can see their application is available to the school they are registering at; by clicking right arrow:



Forms

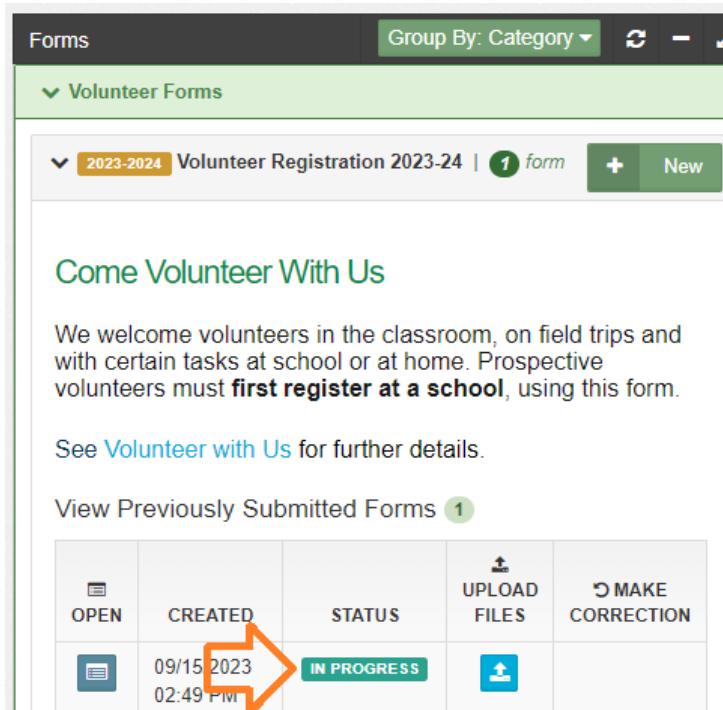
Group By: Category

Volunteer Forms

2023-2024 Volunteer Registration 2023-24 | 1 form

+ New

The form status is shown:



Forms

Group By: Category

Volunteer Forms

2023-2024 Volunteer Registration 2023-24 | 1 form

+ New

**Come Volunteer With Us**

We welcome volunteers in the classroom, on field trips and with certain tasks at school or at home. Prospective volunteers must **first register at a school**, using this form.

See [Volunteer with Us](#) for further details.

View Previously Submitted Forms 1

OPEN	CREATED	STATUS	UPLOAD FILES	MAKE CORRECTION
	09/15/2023 02:49 PM	<b>IN PROGRESS</b>		