



Dear Parents,

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

1. Visit [www.baltimorecityschools.org](http://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**, which is **FREE** 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 take about five to ten business days. Lastly, parents must bring the results to school so we can make a copy; this is to ensure that **Monarch Academy Baltimore** is aware of the parents who have been cleared to volunteer at school.



Once you have completed the above process, you may contact Ms. Higgins about times that you are available. For more information please contact

**Ms. Higgins, Volunteer Coordinator** [hhiggins@bcps.k12.md.us](mailto:hhiggins@bcps.k12.md.us) - 443-829-6131

