



Please use this guide to help you through the process of signing up as a volunteer in Metro Nashville Public Schools.

1. Go to Schoolvolunteers.org
2. Click on “Sign Up” on the right hand side
3. Put in all of your contact information
 - a. You will have to make a password for yourself
4. It will ask “Are you currently volunteering?”
 - a. Yes: Click yes if you have already established a relationship with the school and they have an opportunity for you. Even if you have not necessarily started, choose yes if you do not need assistance finding a way to volunteer.
 - b. No: Choose this option if you are looking for ways to get involved in the school system. PENCIL will reply to you with opportunities to get involved if you click this option.
5. Where it says “volunteer roles”, this can include classroom helper, tutor, front desk, PTO, etc.
6. For Volunteer interests, the site gives you some examples. However, try to be as specific as possible. If you know the PENCIL program you would like to volunteer with, put it down there.
7. Be sure to put your employer if you are employed. Some companies like to be able to pull reports about the amount of volunteer hours their employees are giving to the school system.
8. At the bottom it will say your volunteer rate. This is based off of the estimated value of volunteer time. This can be used for your own records and for PENCIL and MNPS to look at the in-kind donations given to the schools.
9. Once you have submitted, the site will take you to your “Dashboard”. From here you can log hours, pull up reports of the hours you have given and search opportunities in the schools.
10. Shortly after you signed up, you will receive an email from PENCIL. It will thank you for signing up to volunteer in the schools and if you clicked that you are current volunteer, the email will basically say that we are here to support you with your volunteering and to let us know if you have any questions. If you clicked no (indicating that you are not a current volunteer), you will get an email telling you about some volunteer options and the next steps towards getting placed as a volunteer in a school.