



## Getting Started as a New CARE Volunteer

### 1. Register:

After changing your Volgistics password:

- a. Use the log-in page to access the Volgistics portal.
- b. Sign up for presentations.

You will also receive an email every Friday with upcoming presentations and a link to volunteer.

### 2. Observe:

It is recommended that you sign up as an “Observer” if you have not given a presentation before.

- a. As an Observer, you will be paired with one or two experienced presenters who will conduct most of the presentation.
- b. After you have observed, you may be ready to sign-up as a presenter.
- c. Depending on your comfort level, you can sign up as a sole presenter, or as a co-presenter if one presenter has already signed up for a presentation.

To register as an observer, click on an observer slot in Volgistics for a particular presentation.

### 3. Train:

We offer training sessions once or twice a year. You are not required to complete a training session prior to volunteering, but if one is available prior to your first presentation, new volunteers often find these helpful.

### 4. Prepare:

- a. About a week before your presentation date, you and the other presenters will be copied on an email to the teacher confirming the date, time, place, and other logistics of the presentation.
- b. You can then contact (or may be contacted by) the other presenters to discuss who will cover certain topics as well as logistics like coordinating a ride to the school.
- c. **Please note:** if you sign up for a Chicago Public School (CPS) presentation, you will need to be approved by CPS as a volunteer presenter if you haven't been approved previously. This process takes about 2 weeks. We will send you instructions once you have signed up for a presentation. Email Gretchen Silver at [gretchen.silver@usdoj.gov](mailto:gretchen.silver@usdoj.gov) with any questions.