

## **Tutor Sign-Up Process**

Thank you for becoming a volunteer with Math Motivators! Here are some basic instructions to help you get started.

## **New Tutors:**

- Create a new VolunteerHub (VH) account: <a href="https://vhub.at/MMNat/mmnat/mmnat/">https://vhub.at/MMNat/mmnat/
- Follow the instructions that will be sent to you about getting your Sterling background check.

## **Returning Tutors:**

- Log into VH to update your profile with any needed changes (ie. Email, address, company)
- Look for a Sterling Background check invitation for a yearly renewal.

## New & Returning Tutors:

Check below for your local background check process. Forward your completed approval email to your local Program Coordinator or Specialist.

- Portland, ME: Community Volunteer Application Form (google.com) Good for 3 years
- Lincoln, NE <a href="https://wapp.lps.org/gold/volunteer/volunteer.cfm">https://wapp.lps.org/gold/volunteer/volunteer.cfm</a> Good for 3 years
- Hartford, CT: Volunteer and Internship Information | Hartford Public Schools
  (hartfordschools.org) Scroll to the bottom of the page for the link. Renew annually
- Philadelphia, PA This link takes volunteers to all 3 links but not user friendly to navigate:
- https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/default.aspx Good for 5 years
  - PA Volunteers must obtain the following certifications:
    - https://www.pa.gov/agencies/dhs/resources/keep-kids-safe/child-abusecleances.html
    - https://www.compass.state.pa.us/cwis/public/home
    - https://uenroll.identogo.com/
      - DHS service code 1KG6ZJ is appropriate for volunteers/individuals holding an unpaid position.
- Harrisburg, PA Sterling Background Check Only
- Des Moines, IA Sterling Background Check Only