



## 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 account at <https://theactuarialfoundation.vomo.org/org/theactuarialfoundation>
- Follow the instructions that will be sent to you about getting your Sterling background check.

### Returning Tutors:

- Log into <https://theactuarialfoundation.vomo.org/org/theactuarialfoundation> 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](http://google.com)) Good for 3 years
- Lincoln, NE - <https://wapp.lps.org/gold/volunteer/volunteer.cfm> Good for 3 years
- Hartford, CT: Volunteer and Internship Information | Hartford Public Schools ([hartfordschools.org](http://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-abuse-clearances.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