After completing the application to volunteer in Canyons School District, you must sign **in** and **out** each time you volunteer. There is a computer in the office at each location where you sign in and out.

**Step 1:**

Choose the reason you are at the school:

- **Volunteer** - any interactions where students are involved, helping teacher, field trips
- **CSD Employee** - volunteering in the school, but not as a parent
- **Government Volunteer** - Police, Fire and presenting
- **Visitor** - Lunch with your child, viewing your child’s classroom performance, or assembly
  
  *Visitor procedures may vary by school

If you choose **Volunteer**, you will be prompted to do the following steps:

**Step 2:**

- **PTA** - You are volunteering for PTA to earn hours
- **Other** - You are volunteering for any other reason
  
  *Include a brief description-location, teacher and if you have any small children with you

**Step 3:**

Fill in your first name, last name and birthdate and (MM/DD/YYYY) OR Email ONLY
If you choose **CSD Employee**, you will be prompted to do the following steps:

**Step 2:**

PTA-You are volunteering for PTA to earn hours

Three For Me-District employees

Other- You are volunteering for any other reason

*Include a brief description-location, teacher and if you have any small children with you

**Step 3:**

Enter your district provided Username and Password

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If you choose **Government Employee**, you will be prompted to do the following steps:

**Step 2:**

Law Enforcement

Fire Department

Emergency Medical Services

Military

Other (Please enter department)

*Include a brief description-location, teacher and if you have any small children with you

**Step 3:**

Fill in your First Name and Last Name
If you choose **Visitor**, you will be prompted to do the following step:

**Step 2:**

Enter your First Name and Last Name

* Visitor procedures may vary by school. See office staff for procedures.

For most schools, once you have signed in as a Volunteer, a badge will be printed for you to wear while you are in the building. When signing in as a Visitor, you will be given a badge from the office staff and this must be worn while in the building.

You must **sign out** before you leave the school. To sign out, return to the computer you signed in on, and choose Sign out. You will be prompted to put in your First Name and Last Name to sign yourself out. If you fail to sign out, you will be automatically signed out after four hours and the secretary will have to manually enter your hours.