

Completing the LVJUSD CiviCore Application

1. You may start on the [LVJUSD Volunteer Page](#) and click on the application link at the bottom of the page, or you can start directly by clicking on the link to the [LVJUSD Volunteer Application](#).
(<https://lvjUSD.civicore.com/index.php?section=application&action=new>)
2. Complete the basic information. You *must* provide information only in the fields with the red asterisks.

* Required field

Basic Information

Primary Household Contact

* First Name Middle Name * Last Name

Prefix Suffix Salutation

-- Select --

-- Select --

-- Select --

* Are you volunteering on behalf of a student currently enrolled in LVJUSD?

Teacher Name (leave blank if unknown) Student Name (leave blank if unknown)

Teacher Name (leave blank if unknown) Student Name (leave blank if unknown)

Teacher Name (leave blank if unknown) Student Name (leave blank if unknown)

Are you driving for a school sport team, club or organization?

-- Select --

3. When asked for “Organization/Affiliation,” enter “Rotarian Foundation of Livermore.” Your purpose is to “Deliver books to third and fourth grade students.”

Organization/Affiliation
Rotarian Foundation of Livermore

Purpose for volunteering
Deliver books to third and fourth grade students at all schools.

4. In the “Additional Information” section, you are asked to enter your CiviCore password. You create this password on the application by entering it twice, as indicated. Make a note of it for future access to your volunteer status.

In this same section, you also enter the type of volunteering you will do: “Classroom or library” and you enter your Driver’s License or other identification that allows them to verify your eligibility to serve as a school volunteer.

The screenshot shows a form with the following sections:

- * Email address**: A text input field.
- * CiviCore Password**: A text input field with a password icon.
- * Confirm CiviCore Password**: A text input field with a password icon.
- Home phone**: A text input field with a placeholder "###-###-####".
- Cell phone**: A text input field with a placeholder "###-###-####".
- Work phone**: A text input field with a placeholder "###-###-####".
- Work phone ext.**: A text input field.
- * Are you an LVJUSD employee?**: Radio buttons for Yes and No, with No selected.
- * Type of volunteering**: A list of options with checkboxes:
 - Classroom or library (under direct supervision)
 - Driver (School Athletic Team, Club or Organization)
 - Field trip single day
 - Overnight Event Chaperone (Fingerprints required)
- * Driver's License, State-issued ID or Passport No** *Please indicate N/A if not applicable.*: A text input field.

5. Finally, enter the names of the schools where you would like to deliver books. If you know of one or two favorites, go ahead and enter them only. If you would like to be eligible to deliver books to all third and fourth graders, enter each elementary school, both K-8 schools, and Vineyard Elementary/High.

(See screenshot on next page)

School(s) to Volunteer

* School

Altamont Creek Elementary ▼

* School

Arroyo Seco Elementary ▼

* School

Emma C. Smith Elementary ▼

* School

Emma C. Smith Elementary ▼

* School

Jackson Avenue Elementary ▼

* School

Joe Michell K-8 ▼

* School

-- Select -- ▼

 Add another school

6. Click “submit” and you’re done!