**How to become a CMS volunteer**

Anyone volunteering in CMS ***must*** be a registered volunteer. CMS has 2 options to register:

**Register with your driver’s license and social security card:**

1. Log into [www.cmsvolunteers.com](http://www.cmsvolunteers.com/)

2. Click “New Volunteer”

3. Complete form (do not forget to select “Endhaven Elementary” for your school)

4. You should receive an email confirmation within 48 hours.

Your clearance will be “Unsupervised without driving.” This allows you to volunteer for any school activity and field trip.

**Register with your passport:**

1. Log into [www.cmsvolunteers.com](http://www.cmsvolunteers.com/)

2. Click “New Volunteer”

3. Complete form (change “ID Type” to “passport” and select “Endhaven Elementary” for school)

4. You must present your passport to the front office staff before your clearance can be approved.

Your clearance will be “Supervised without driving.” This allows you to volunteer for non-student related activities (filing, grading, bulletin boards, etc.). You cannot chaperone field trips or participate in activities that require contact with other students (reading to students, class coverage, Junior Achievement, etc.)

Please contact Rebecca Economon (rebeccah.economon@cms.k12.nc.us) if you have any questions about the registration process.

WE LOOK FORWARD TO SEEING YOU AROUND CAMPUS!