

# How to Access Monongalia County Schools Volunteer Training Policy 2018-2019

All Volunteers need to complete this training  
per Monongalia County Schools Policy 8-15 each year

Steps 1 – 4 are for reference only. These steps will open this document.

1. Go to Monongalia County Schools homepage: <http://boe.mono.k12.wv.us/>.
2. Click on **Departments** tab across the top of page.
3. Click on **Safe & Supportive Schools** tab on side of page.
4. Click on **Instructions for Volunteer Procedure**
  - Go to <https://goo.gl/8ozUkF/>
    - Here is the presentation with what you need to know about volunteering in Monongalia County Schools. (The questions will come from this presentation.)
  - On the last slide is a link to the quiz. You must get 8 or more correct on the quiz and complete all parts of the quiz. (If the link on the last slide doesn't take you to the quiz, here is the link: <https://goo.gl/1xKtTu>).
  - After you take the quiz hit the Submit button.
  - You will receive a message on the screen that gives your score and if you have passed the training.
    - ✓ If you passed it will say: "You also will still need to have your Driver's License scanned and pass that scan. This is done at the school. Please allow at least a week for your name to be added to the volunteer list."
    - ✓ If you did NOT receive a score of 8 or better, then you will receive a message that says: "Your score was not enough to permit you to volunteer in our schools. Please wait at least 2 days before going through the process again. And remember that you have to get at least 8 correct. Please go back and study the presentation."

Here's a tip: Click the link above to open the training presentation. Then, click the second link to open the test. You will have the training in one window and the test in a second window. This way you can refer to the training in the event you need to find something.