



Volunteer Sign-Up Tool: www.SignUpGenius.com

The South Davis PTO uses www.SignUpGenius.com for parent volunteer sign-ups. Here's what you need to do:

1. Complete the **Parent Volunteer Sign-Up Sheet** (you can indicate one or more interests), and return it to school by **Friday, September 14**.
2. The Parent Volunteer Coordinator will verify that you have taken training and/or that your **Annual Acknowledgement** form has been received and is completed correctly.
3. When you are approved as a volunteer, the PTO will upload your email and interest information to www.SignUpGenius.com.
4. PTO Event Chairs/Coordinators will create sign-up sheets and schedules for an event and you will receive an email invitation with a link to sign up to help with that event.
5. You will not be able to respond to an invitation to help with an event until you have a Sign Up Genius account. If you do not already have one, go to www.SignUpGenius.com. Once your account is set up, you can manage your profile to include your cell phone number and enable text reminders. The site also allows you to add your event sign-up to an Outlook, iPhone, or Google calendar.

Please do not hesitate to contact us with any questions. Thank you for your interest in volunteering!

Sincerely,

Katie Minear
Parent Volunteer Coordinator
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