

## Hiteon Volunteer Basics

How to ensure you are in the volunteer database and that you are receiving requests when we are in need of volunteers.

You must be in the volunteer database (Help Counter) to receive communication and volunteer. If you are new

- go to: [www.helpcounter.net/new](http://www.helpcounter.net/new)
- If you've already created a profile in Help Counter, your information including email, needs to be up to date. To review your profile and information go to: [www.helpcounter.net/volunteer](http://www.helpcounter.net/volunteer)
- You must complete a background check with the school district. You only have to do this ONCE, even if you switch schools. To complete a background check go to: <https://www3.beaverton.k12.or.us/volunteer/>
- If you completed the background check while volunteering in a different school, you need to add Hiteon to the list of schools you volunteer in. Click on the link "Update volunteer locations" at the top of the page: <https://www3.beaverton.k12.or.us/volunteer/>
- Please make sure you sign into the computer in the front office when you are in the building, and wear either your ID badge or a visitor's sticker. If your background check has not cleared you cannot volunteer in the building.