



# VOLUNTEER HANDBOOK

## FAMILIES

2017 - 2018

# Table of Contents

Volunteer Program Staff .....	3
Volunteer Code of Ethics .....	4
Volunteer Expectations .....	5
Volunteer Program Information.....	6
Volunteer Opportunities (Interests) .....	8
Volunteer Programs – Additional Ways to Earn Volunteer Hours .....	9
Donated Items.....	9
Volunteer Management Software (VMS) .....	11
Accessing Your VMS Account .....	12
Changing Your Password .....	17
VMS FAQ.....	17
How to Log Volunteer Hours .....	18
Volunteer Hours FAQ.....	19
What email messages will I receive? .....	20
SignUp (Scheduling System) .....	21

# Volunteer Program Staff

---

## **Volunteer Coordinator**

Dawn D'Amato  
volunteer@nstaracademy.org

## **Area Volunteer Coordinators (AVC)**

<b>Volunteer Area</b>	<b>AVC Name</b>	<b>School Email Address</b>
<b>Accelerated Reader / Classroom / Spanish / Specials</b>	Carrie Knoles	ar@nstaracademy.org
<b>Library/Media</b>	Lori Wood	library@nstaracademy.org
<b>Computer Lab / Technology</b>	Melissa Larson	tech@nstaracademy.org
<b>Copy Room</b>	Ginger Peterson	copy@nstaracademy.org
<b>King Soopers</b>	Rosalyn Roach	ks@nstaracademy.org
<b>Traffic &amp; Safety</b>	Dee Dee Griffin	nstraffic@hotmail.com
<b>Volunteer Appreciation</b>	Sara Kellogg	thankyou@nstaracademy.org
<b>Special Events (Trunk or Treat, Staff / Vol Appreciation, etc.)</b>	Jen Byrd, Jen McMullen, Melissa Harman, Melissa Heideman	events@nstaracademy.org
<b>Special Projects (Uniform Sale, Literary Memoir)</b>	Melanie Hora	projects@nstaracademy.org

## **AVC Recruitment**

We replace AVCs on an 'as needed' basis. When it is necessary to replace our Volunteer Program 'staff', we will send out a school wide announcement with specific information concerning the position(s) we are recruiting. When considering applicants, we look at several factors; length of time the family has been at NSA, involvement of applicant in activities / events at NSA, and completion of volunteer hours / traffic duty in previous years. In addition, we will also talk to NSA Teachers / Staff about the applicant and their experiences with them. All of these factors will be taken into consideration when recruiting for any AVC positions.

# Volunteer Code of Ethics

---

According to the Douglas County School District (DSCD), in order to promote volunteerism in our schools, it is essential for all school volunteers to adhere to a professional code of ethics. DSCD asks that volunteers subscribe to the following:

**Confidentiality** – You may have access to grades and records. You will know the children who are succeeding, and you will know the children who are struggling. Discuss concerns with the staff or the Volunteer Coordinator, not with other volunteers, with other parents, or in the community.

**Dependability** – Be dependable. The teachers and staff count on you, and plan activities for you and the students. If something comes up, please be considerate of those depending on you and notify the front office or the appropriate Area Coordinator.

**Communication** – Your volunteer work should be a fun, exciting learning experience for you. If you have questions or concerns about policy and procedures, ask the appropriate person – the teacher, the Principal, or the Volunteer Coordinator.

**Support** – As a school volunteer, you are in a support position. Your role is to respectfully support the classroom teacher, the staff and the Principal.

## *DCSC Volunteering Philosophy*

- ★ *To enhance school and district goals*
- ★ *To extend and enrich educational programs by making available talents and resources of business persons, civic organization members, retirees, parents and friends*
- ★ *To promote positive school/community relationships*
- ★ *To provide a positive, safe growing environment*

# Volunteer Expectations

---

## **Volunteers Should...**

- ★ Complete the required volunteer forms (DCSD Parent Volunteer Agreement, Registration Form, Community Volunteer Application (if applicable))
- ★ Sign in and out upon arrival and departure
- ★ Wear your Volunteer Name Badge or Visitors Tag for identification
- ★ **Stay OFF Cell Phone**
- ★ Bring your smile and willingness to work
- ★ Be reliable
- ★ Be prompt
- ★ Be a positive role model
- ★ Remember that you are considered a professional non-paid staff member
- ★ Remember that you are here to support teachers and staff
- ★ If you don't know, ask
- ★ Remember that you are a valuable part of our students educational experience

### *Working in the Classroom, Volunteers Should NOT:*

- ★ *Assume responsibility for the supervision of a class in the absence of a teacher*
- ★ *Assume responsibility for the discipline of students*
- ★ *Establish instructional objectives*
- ★ *Make decisions regarding the relevancy of certain activities or procedures*
- ★ *Make decisions regarding the appropriateness of certain teaching materials*
- ★ *Contact parents regarding the performance of students, grade papers, or write comments on papers*

# Volunteer Program Information

---

## **General Information**

- ★ Volunteer Plan: **40 Hours per Family per School Year**
- ★ Volunteer Plan Single Parent Families: **20 Hours per School Year** (please contact the Volunteer Coordinator to be designated as a Single Parent Family, and your VMS account will be noted.)
- ★ Pro-rated Volunteer Hours: Volunteer Hours will be pro-rated for those families enrolling in NSA at different times throughout the school year. **Volunteer Hours are pro-rated at 4 hours per month.** For instance, if you enroll in NSA during the month of September, your mandatory family volunteer commitment will be 36 Hours (4 Hours per month for 9 remaining months in the school year).
- ★ Traffic Duty: **6 shifts per Family (including Single Parent) per School Year\***

All NSA Families, including NSA Staff and BOD, participate in Traffic Duty for a minimum of **6 shifts per school year per family [\*3 shifts per school year per family of PT NSA Staff member with students]**. These shifts can be morning, afternoon, or a combination of both. Volunteer hour credits earned for each shift worked as follows:

- ★ **Morning Shift – 1 hour volunteer credit**
- ★ **Afternoon Shift – 2 hour volunteer credit**
- ★ **Kindie Shift – ½ hour volunteer credit**

Volunteer months will be assigned based on **GRADE LEVEL** (we start with Middle School and move through grades to Kindergarten). In the event that you are unable to fulfill your scheduled shift it is your responsibility to find a replacement from the substitution list posted on the NSA website, via the 'Swap' feature in SignUp or via NSA Parents on Facebook. If you are not able to find a replacement we ask that you notify the Traffic AVC as soon as possible.

***Please note: Traffic Duty will NOT be listed as an 'Interest' (something you sign up to participate in) in VMS as ALL families participate.***

***Traffic Duty hours are logged in VMS weekly by our Traffic AVC, based on the Traffic Duty Log-in book. You MUST sign-in at the start of each Traffic shift. Please do NOT log your own Traffic hours.***

- ★ Volunteers must complete the **DCSD Parent Volunteer Agreement & Registration** form.
- ★ Volunteer Handbooks and Forms can be found on the NSA website under Volunteers / Handbook and Forms.
- ★ A **Background Check** must be done on Volunteers participating in overnight field trips.

- ★ **Verifying Information in VMS** – At the start of each new school year volunteers are required to log into their VMS account to verify and update their contact information (if necessary) and to update their student information (i.e. grade).
- ★ **Before / After School Activities**: Only NSA Sponsored activities are available for volunteer credit [i.e. NSA Afterschool Activities / Sports for NSA students only].

***IMPORTANT: If the Before / After School Activity qualifies for volunteer hours, they will NOT be awarded if the 'volunteer' is PAID.***

## **Volunteer Policy Information**

Volunteers will receive volunteer credit as follows:

- ★ All posted / advertised / recruited volunteer opportunities.
- ★ Purchased volunteer hours / Donated Items at the rate of 1 volunteer hour for each \$20.00 donation.

Volunteers will **NOT** receive volunteer credit as follows:

- ★ Non-Approved Donations – Any donations that are not requested by the Volunteer Program (i.e. Volunteer Coordinator) must be approved by the Volunteer Coordinator in order for the volunteer to receive volunteer credit.
- ★ Non-Posted / Advertised / Recruited Volunteer Opportunities
- ★ Tax Benefit – If the volunteer receives Tax Benefit such as Auction, Pledges, tax deductions, sponsorships etc. volunteer credit will not be given.
- ★ Assisting Students in Need – Although much appreciated, volunteer credit will not be given.
- ★ Student Community Service – If your High School / College student is volunteering at NSA and receiving Community Service hours, volunteer credit will not be given.

## **Volunteer Recruitment**

- ★ **Volunteer Recruitment** - We primarily recruit from VMS for volunteers based on 'Interests' as needs arise, or as we begin to start planning for an Event. For instance, an 'Interest' in VMS is 'School Pictures'. Approximately 3-4 weeks prior to the scheduled event we will pull the names of all volunteers who have selected 'School Pictures' as an 'Interest' in VMS and will send out a recruitment email.

We occasionally recruit for volunteers via our weekly e-Newsletter in the Volunteer Connection section. In this instance, you will find a contact name and email address that you can email to volunteer and offer assistance, or you will find a link to our on-line scheduling system where you can schedule yourself.

- ★ **Traffic Recruitment** - We recruit Traffic Duty volunteers throughout the school year by ***GRADE LEVEL (beginning with our Middle School families)***. Please be sure to

complete / verify your profile in VMS including contact information, interests, and student information so we can send you recruitment information via VMS.

If you enjoy Traffic Duty and would like to work additional shifts above and beyond your six (6) shifts, sign up to be a Traffic Duty Substitute by selecting '**Traffic Duty Substitute**' as an 'Interest' in VMS. We ask that you do **NOT** randomly show up for Traffic Duty or sign yourself up to work via the Traffic Duty sign in sheet. You must be contacted by or speak to a Traffic AVC to be scheduled for Traffic Duty. Contact [nstraffic@hotmail.com](mailto:nstraffic@hotmail.com) with questions.

## **Volunteer Appreciation**

We are **VERY** appreciative of all our dedicated NSA Families and we want to be able to thank you for your hard work and commitment to our students and school. Below is an outline of our Volunteer Appreciation Program:

### **Achieving Your 40 Hours**

For achieving your Volunteer commitment, you will be rewarded with a small token of our appreciation as our way of saying 'thank you' for your time and many talents! Your family's name will be posted on our EBB (Electronic Bulletin Board), and on the NSA Website.

### **Volunteer Appreciation Celebration -By Invitation**

Volunteers who go above and beyond the call of duty either via volunteer hours or special assistance to NSA will be invited to our annual Volunteer Appreciation celebration at the end of the school year.

# Volunteer Opportunities (Interests)

---

***IMPORTANT: When completing your Volunteer Profile in VMS please select all Volunteer Opportunities that you are interested in. We will make every effort to include as many families for our various events as possible.***

***Please understand that not everyone who signs up for an event will be asked to volunteer, but we will try to accommodate as many volunteers as possible.***

★ Interests will carry over from school year to school year. You change your Interests at ANY time during the school year.



# Volunteer Programs – Additional Ways to Earn Volunteer Hours

---

## **King Soopers Reward Card**

Please see the NSA Website under 'General Fundraising' for detailed information about these programs.

### **Volunteer Hours Earned**

- ★ For every \$100 reloaded onto your King Soopers Neighborhood Reward Card, you will receive credit for 1 Volunteer hour
- ★ Family and Friends can also purchase a King Soopers Neighborhood Reward Card through NSA (or you can purchase one for them), have it 'attached' to your family, and earn you volunteer hours

***Please note:*** Volunteer hours earned by reloading your King Soopers Neighborhood Reward Card will be logged on a monthly basis as reports are received by our KS AVC. ***Please do NOT log any hours for King Soopers Reloads.***

## **Donated Items**

Volunteer hours can be earned by donating needed items to NSA OR items needed for school projects or events (i.e. recess equipment, school beautification, etc.). Items that are needed will be advertised via email or in the weekly NSA e-newsletter. ***If you would like to donate to a specific Teacher or Classroom (if not specifically requested), please contact the Volunteer Coordinator for approval.***

### **Volunteer Hours Earned**

- ★ For every \$20 donated to NSA, you will receive credit for 1 Volunteer hour

***IMPORTANT: Please do not turn in receipts totally less than \$10.00! If a receipt totals less than \$10.00, hold it until you have other receipts that combined total \$10.00 or more.***

***Please note:*** To receive volunteer hours for donating items to NSA, please provide a copy of your receipt to the Volunteer Coordinator (Attn: Dawn D'Amato). Please mark the receipt clearly with your name and indicate what the donation is for. If you are donating money to NSA for specific items, please indicate on the check what the donation is for and ask the

*Front Office Staff to notify the Volunteer Coordinator (Attn: Dawn D'Amato) of the donation.*

*Volunteer hours for all Donations will be logged in your VMS account by the Volunteer Coordinator. **Please do NOT log Donations in VMS.***

## **Library Book Donations**

NSA has a Wish List on Amazon.com that you can use to purchase and donate books to the NSA Library. Access the Wish List and Order as follows:

- ★ Go to Amazon.com
- ★ Click 'Wish List' in upper right corner. The Wish List is under Lori Wood, our Librarian.
- ★ Select Lori Wood Parker, CO
- ★ Include **YOUR NAME** on the Order so we know who to credit volunteer hours
- ★ Email Lori Wood at [lwood@nstaracademy.org](mailto:lwood@nstaracademy.org) with questions or issues

Please note: You can also donate 'gently used' books to our Library and receive volunteer credit. Volunteer Credit will be determined by our Librarian at the rate of 1 volunteer hour for each \$20 in value.

*Volunteer hours for all Donations will be logged in your VMS account by the Volunteer Coordinator. **Please do NOT log Donations in VMS.***

# Volunteer Management Software (VMS)

NSA uses a web-based volunteer management tool to help us manage all our volunteer information! NSA VMS allows us to register volunteers, recruit volunteers, communicate with our volunteers through email, and track hours worked on events. In addition, you (our wonderful volunteers!) have the ability to sign up for activities / events which interest you (Interests), and view total hours you've volunteered to date. The information is password-protected and the site is secure so the information is only available to authorized members of our school.

**Go to [nsavms.com](http://nsavms.com) to access our VMS!**



### Log Hours

Log your volunteer hours simply and easily.



### Manage Your Profile

Manage your profile and select volunteer interests



### Keep Track of Total Hours

Track your total number of volunteer hours.

#### Annual Requirement

At NSA, each family is required to volunteer a minimum of 40 hours per academic year (or 20 hours for single parent families – you must contact the Volunteer Coordinator to qualify) including six (6) shifts of Traffic Duty. See the Volunteer Handbook for additional information.

#### Before You Get Started

In order to access VMS and log your hours, you must return the necessary school registration forms and DCSD Parent Volunteer Agreement.

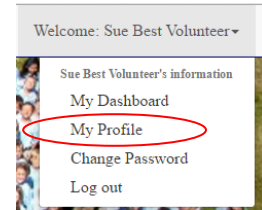
# Accessing Your VMS Account

## Returning NSA Families

Your family account should already be established provided you have previously created a password, and were actively using your family account to log volunteer hours. To ensure that your contact / family information is accurate, please take a few moments to verify / update your information as follows:

- ★ Go to [www.nsavms.com](http://www.nsavms.com)
- ★ Log on to your VMS Account. (See **'Recover Password'** in the *New NSA Families* section below if you have forgotten your VMS password.)

Email address\*

  
  
Password\*  
  
[Sign in](#)  
[Recover Password](#)


- ★ Click **'Your Name'** on the Tool Bar at the top of your screen  
[or Click **'Manage My Profile'** from the 'Home' page]
- ★ Go to **'My Profile'**;

### User Profile - Sue Best Volunteer


Profile Information		<a href="#">Edit Your Profile</a>
Volunteer Type: Parent	Cell Phone: 3035551212	Email Address: sue@bestvolunteer.com
Current Status: Pending	User Created: July 3, 2016	Last Update: July 3, 2016
Volunteer Interests		
Accelerated Reader (AR) , Spring Auction Classroom Project Coordinator		

### Family/Group Membership


TEST
1256 Best Volunteer Lane, Parker, CO 80134 P: 7205551212
Family Volunteers:
Students

- Verify your contact information is correct and update it if necessary. Remember: Your VMS account **MUST** have an email address that we can use to contact you.
- Click  update your profile information including **Volunteer Interests**.
- Click the 'check box' next to each Volunteer Interest [i.e. volunteer opportunity / event] that you are interested in. **Remember: Volunteer Interests are NOT cleared out each school year so please review carefully.**


User Profile - Dawn D'Amato

Profile Information			
<b>Volunteer Type:</b> Parent	<b>Cell Phone:</b>	<b>Email Address:</b> dawn.damato@comcast.net	
<b>Current Status:</b> Approved	<b>User Created:</b> Nov. 26, 2015	<b>Last Update:</b> May 22, 2016	
Volunteer Interests			
Box Tops Counter , Teacher / Staff Appreciation			

Family/Group Membership

D'Amato Family	
1234 Sample Street, Parker, CO 80999 P: 303-333-3333	
<b>Family Volunteers:</b> <ul style="list-style-type: none"> <li>• Richard D'Amato</li> </ul>	
<b>Students</b> <ul style="list-style-type: none"> <li>• Dominic D'Amato (Kindergarten - Ann Brna)</li> <li>• Margaux D'Amato (5th Grade - Kristin Steadman )</li> </ul>	

- If you change / update information, Click 'Save'.

- ★ Click  **OR** click on each of your student's names (if they are listed), and update their class information (i.e. new teachers name). If you have a new student (i.e. Kindergarten), please add their name and class information.

## Update Student

Students First Name\*

Students Last Name\*

Teacher

Grade Level

  
 Current Student

- ★ **IMPORTANT:** EACH volunteer (mom, dad, grandparent) will have their OWN account in NSA VMS that is tied to the FAMILY. EACH volunteer will manage their own information including 'Interests', and will LOG HOURS to their OWN account. The VOLUNTEER HOURS for EACH volunteer will be shown on the INDIVIDUAL account and will 'Roll Up' into the FAMILY total as well.

**Once you complete these steps, and complete / submit your Volunteer Forms, you will be registered and approved to volunteer for the current school year.**

### **New NSA Families**

Your family account should already have been established by the Volunteer Coordinator (VC) using the email address you provided to NSA in your enrollment paperwork. To access your newly established account and to ensure that your contact / family information is accurate, please take a few moments to verify / update your information as follows:

- ★ Log on to VMS via [nsavms.com](http://nsavms.com)
- ★ You should have received a temporary password from NSA VMS when the VC added your initial information in VMS.
- ★ Use the email address you provided to NSA **AND** the temporary password you received to log on to your account. Click **'Sign In'**.

Email address\*

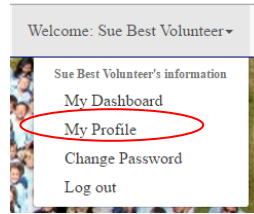
  

Password\*

  
  
[Recover Password](#)

- ★ If you did NOT receive a temporary password from VMS, log on to VMS, Click '**Recover Password**' and enter the email address you provided to NSA, then Click '**Reset Password**'.

- ★ Click '**Your Name**' on the Tool Bar at the top of your screen and Click '**My Profile**'



[or Click '**Manage My Profile**' from the 'Home' page]

#### User Profile - Sue Best Volunteer

Profile Information			<a href="#">Edit Your Profile</a>
Volunteer Type: Parent	Cell Phone: 3035551212	Email Address: sue@bestvolunteer.com	
Current Status: Pending	User Created: July 3, 2016	Last Update: July 3, 2016	
Volunteer Interests			
Accelerated Reader (AR) , Spring Auction Classroom Project Coordinator			

#### Family/Group Membership

TEST
1256 Best Volunteer Lane, Parker, CO 80134 P: 7205551212
<b>Family Volunteers:</b>
Students

- Verify your contact information is correct and update it if necessary. Remember: Your VMS account ***MUST*** have an email address that we can use to contact you.
- Click [Edit Your Profile](#) update your profile information including interests.
- Click the 'check box' next to each Volunteer Interest [i.e. volunteer opportunity / event] that you are interested in. ***Remember: Volunteer Interests are NOT cleared out each school year so please review carefully.***

## User Profile - Dawn D'Amato

Profile Information		<a href="#">Edit Your Profile</a>
<b>Volunteer Type:</b> Parent	<b>Cell Phone:</b>	<b>Email Address:</b> dawn.damato@comcast.net
<b>Current Status:</b> Approved	<b>User Created:</b> Nov. 26, 2015	<b>Last Update:</b> May 22, 2016

Volunteer Interests
Box Tops Counter , Teacher / Staff Appreciation

## Family/Group Membership

D'Amato Family	<a href="#">Edit Family Profile</a>
1234 Sample Street, Parker, CO 80999 P: 303-333-3333	
<b>Family Volunteers:</b> <ul style="list-style-type: none"><li>Richard D'Amato</li></ul>	
<b>Students</b> <ul style="list-style-type: none"><li>Dominic D'Amato (<i>Kindergarten - Ann Brna</i>)</li><li>Margaux D'Amato (<i>5th Grade - Kristin Steadman</i>)</li></ul>	

- If you change / update information, Click '**Save**'.

- ★ Click [Edit Family Profile](#) **OR** click on each of your student's names (if they are listed), and update their class information (i.e. new teachers name). If you have a new student (i.e. Kindergarten), please add their name and class information.

## Update Student

<b>Students First Name*</b>	<input type="text" value="Dominic"/>
<b>Students Last Name*</b>	<input type="text" value="D'Amato"/>
<b>Teacher</b>	<input type="text" value="Ann Brna"/>
<b>Grade Level</b>	<input type="text" value="Kindergarten"/>
<input checked="" type="checkbox"/> Current Student	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

- ★ **IMPORTANT:** EACH volunteer (mom, dad, grandparent) will have their OWN account in NSA VMS that is tied to the FAMILY. EACH volunteer will manage their own information including 'Interests', and will LOG HOURS to their OWN account. The VOLUNTEER

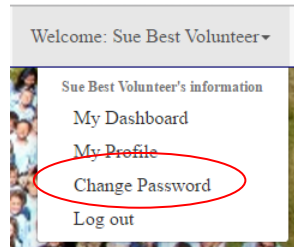


HOURS for EACH volunteer will be shown on the INDIVIDUAL account and will 'Roll Up' into the FAMILY total as well.

**Once you complete these steps, and complete / submit your Volunteer Forms, you will be registered and approved to volunteer for the current school year.**

## **Changing Your Password**

There will be times that you will need to change your VMS account password. You can change your password at any time as follows:



- ★ Click **'Your Name'** on the Tool Bar at the top of your screen, Click **'Change Password'**, enter information and Click **'Reset Password'**.

## **VMS FAQ**

### ★ **Who can see my information in VMS?**

Only the Volunteer Coordinator (VC) and Area Volunteer Coordinator (AVC) can perform searches and view the information for volunteers in our system. Volunteers can only see their own record and CANNOT perform searches or view other family's information.

### ★ **What is the difference between Interests and Events?**

'Interests' are volunteer areas or opportunities at NSA that we will be looking to fill with parent volunteers. Selecting interests in **'My Profile'** is your way of telling us what you are interested in, and what you would like to help with this year. 'Events' are the actual scheduled activities that will be staffed with volunteers, and to which volunteer hours will be logged. They may or may not be one and the same with Interests.

### ★ **How will Interests be used within the Volunteer Program?**

Interests will be used to recruit volunteers for Events. The VC and AVCs will select volunteers for opportunities based on Interests and Availability. For example, if you sign up for the Library as one of your interests, you may receive an email asking if you are still interested in helping in the Library.

# How to Log Volunteer Hours

**Log Hours**  
Log your volunteer hours simply and easily.

**Manage Your Profile**  
Manage your profile and select volunteer interests

**Keep Track of Total Hours**  
Track your total number of volunteer hours.

**Annual Requirement**  
At NSA, each family is required to volunteer a minimum of 40 hours per academic year (or 20 hours for single parent families – you must contact the Volunteer Coordinator to qualify) including six (6) shifts of Traffic Duty. See the Volunteer Handbook for additional information.

**Before You Get Started**  
In order to access VMS and log your hours, you must return the necessary school registration forms and DCSD Parent Volunteer Agreement.

- ★ Click '**Log Hours**' from 'Home' page **OR** Click '**Your Name**' on the Tool Bar at the top of your screen and Click '**My Dashboard**'

Welcome: Sue Best Volunteer

- Sue Best Volunteer's information
- My Dashboard**
- My Profile
- Change Password
- Log out

- ★ Click '**Log Volunteer Hours**'

Sue Best Volunteer's Dashboard

Total individual volunteer hours: 0

Total volunteer hours for family:

- TEST: 0

**Log Volunteer Hours**

## Log Volunteer Hours

**Scroll or start to type name To Find Event You Worked**

Volunteer Date\*

Event\*

Task

Volunteer Hours\*

Start Time  End Time

- ★ Enter the correct '**Date**' [Date you Volunteered]
- ★ Type or Scroll to find '**Event**'
- ★ Type or Scroll to find '**Task**' to describe your work activity [Select from those available or type your own; Tasks are Not Required to be filled in to save entry]
- ★ Enter '**Start Time**' and '**End Time**' (hours will be automatically calculated) **OR** simply Enter '**Hours**' worked.

**Please note:** All hours should be rounded to the nearest ¼ hour.

- ★ Click '**Save**' **OR** '**Save & Add Another**' if you need to enter more hours / dates to the same Event.

## **Volunteer Hours FAQ**

### ★ **Earning Volunteer Hours**

Volunteer Hours can be earned via the various listed Volunteer Opportunities in this handbook, or that are communicated to NSA families in the Volunteer Connection section of our weekly e-newsletter. Volunteer Hours cannot be earned for Parent Teacher Conferences, Board of Director Meetings (unless specifically stated), Principal Meetings or in any other non-approved means. See Volunteer Policy Information for additional information.

### ★ **Logging Volunteer Hours**

Volunteer Hours should be logged once you have volunteered / 'worked' for an activity or an event, not prior to volunteering / 'working'. We ask that you log volunteer hours on a regular and consistent basis and that hours 'worked' are logged in the same month.

Volunteer Hours are to be logged via our Volunteer Management System (VMS) as outlined in this handbook (How to Log Volunteer Hours). Volunteer Hours can be added to your 'account' from home via the Internet, or at our Volunteer Computer at the volunteer desk in the Main Foyer.

You may log volunteer hours in 'blocks' provided they are the same category / event, and are in a similar timeframe. (i.e. If you work AR twice in one week, you may log ALL hours for the two times that you 'worked' AR to one 'line item'. Simply use the Task box to highlight the specific dates you 'worked' AR.

Volunteer hours should be logged to one account in VMS. If you and your spouse (co-guardian) have your own accounts in VMS, you can log volunteer hours for the both of you to one account. This will make it easier for you to track your volunteer hours throughout the school year.

★ **How can I see a summary of my total approved volunteer hours to date?**

Log in to your VMS account and click '**My Dashboard**'. Total Family and Individual Hours logged and approved will be at the top left. **All hours logged (approved & pending) will appear in detail on this screen.**

★ **Why can't I log my hours in VMS?**

We require volunteers to be Approved in VMS before you can log volunteer hours. To be Approved you must complete / verify all account / contact information ('My Profile') **AND** you **MUST** complete the DCSD Parent Volunteer Agreement and Registration Form.

## **What email messages will I receive?**

VMS can send email messages to registered users of the system. These are the most common messages:

- ★ After you register for the first time, you will receive a message.
- ★ If you forget your password and have it emailed to you, you will receive a message.
- ★ If you change your password, you will receive a message.
- ★ If an Event Coordinator is recruiting volunteers, you might receive an email asking for your help.
- ★ If the system administrator changes your status to "inactive" (when you leave the school), you will receive a message.

# SignUp (Scheduling System)

NSA uses a web-based Scheduling System – SignUp [formerly VolunteerSpot] to allow our volunteers to 'self-schedule' for events / activities they are interested in, based on their availability.

Volunteers will receive a 'recruitment email' (from VMS) with a link to the event / activity setup in SignUp. Click the link in the 'recruitment email' to schedule yourself to assist with the event / activity. You will receive a 'Confirmation Email', and a 'Reminder Email' two (2) days before your scheduled event / activity.

NSA uses SignUp in conjunction with our VMS. Once you work the scheduled event / activity, you will log your time in VMS.

Please see our '**Scheduling System How To**' document located on the NSA website under Volunteers / Handbook and Forms.

The image shows a screenshot of the SignUp.com website. At the top, the logo "SignUp.com" is displayed. Below the logo is a navigation menu with links: "What We Do", "Create a SignUp", "Find My SignUp", "Idea Center", and "Help". On the right side of the navigation menu, there are links for "Sign in" and "Register". The main content area features a large banner with a smiling woman wearing glasses. Overlaid on the banner is the text "FREE Online SignUp Sheets, Volunteer Scheduling & More!". Below the banner is a login form with fields for "First Name", "Last Name", "your@email.com", and "Password". There is a "Start Planning" button and a "Sign In with Facebook" button. Below the login form is a process flow diagram with four steps: 1. You Plan (calendar icon), 2. They Sign Up (smartphone icon with checkmark), 3. We Remind (alarm clock icon), and 4. Easy! (green checkmark icon).