



St. Joseph Elementary School 2018-2019

Parent Volunteer Program

"It is more blessed to give than to receive." Acts 20:35

Welcome to SJES! Enclosed you will find important information about our Parent Volunteer Program and the commitment you have made to this program through completing your school contract.

It is our pleasure to provide you with this helpful packet, so that you can successfully complete your required 30 hours per family this school year.

We thank you, the PTG and the School Board for your participation at the school and look forward to seeing each parent at our many fun and wonderful events at SJES. Our school is what it is only with your help.

Parent Volunteer Program

Supplemental Information Packet

Participating in our Parent Volunteer Program throughout the school year provides all families and children opportunities to be a part of something bigger than they are. Simple acts of generosity of time and talents can generate highly beneficial results for the school and give participants a huge sense of accomplishment and personal satisfaction. Investing your time at school functions is part of the contract that you signed and agreed to when you enrolled your child at SJES.

THANK YOU FOR YOUR COMMITMENT!

To post opportunities contact:

Carla VanDerveer
cvanderveer@cndo.org

PVP Hours Tracking will be audited
by: The Advisory Board

**Parents will receive a status of
completed hours:
2 times per school year
(January & May)**

**Required hours are:
30 volunteer hours per family
and 2 El Rancho hours
(per parent/per child)**

All incomplete hours
will be billed in June. (Penalty is
\$100 per incom-plete hour)

Questions about the number of
hours you have completed?
sjesvolunteerinfo@gmail.com

How to Use Volgistics

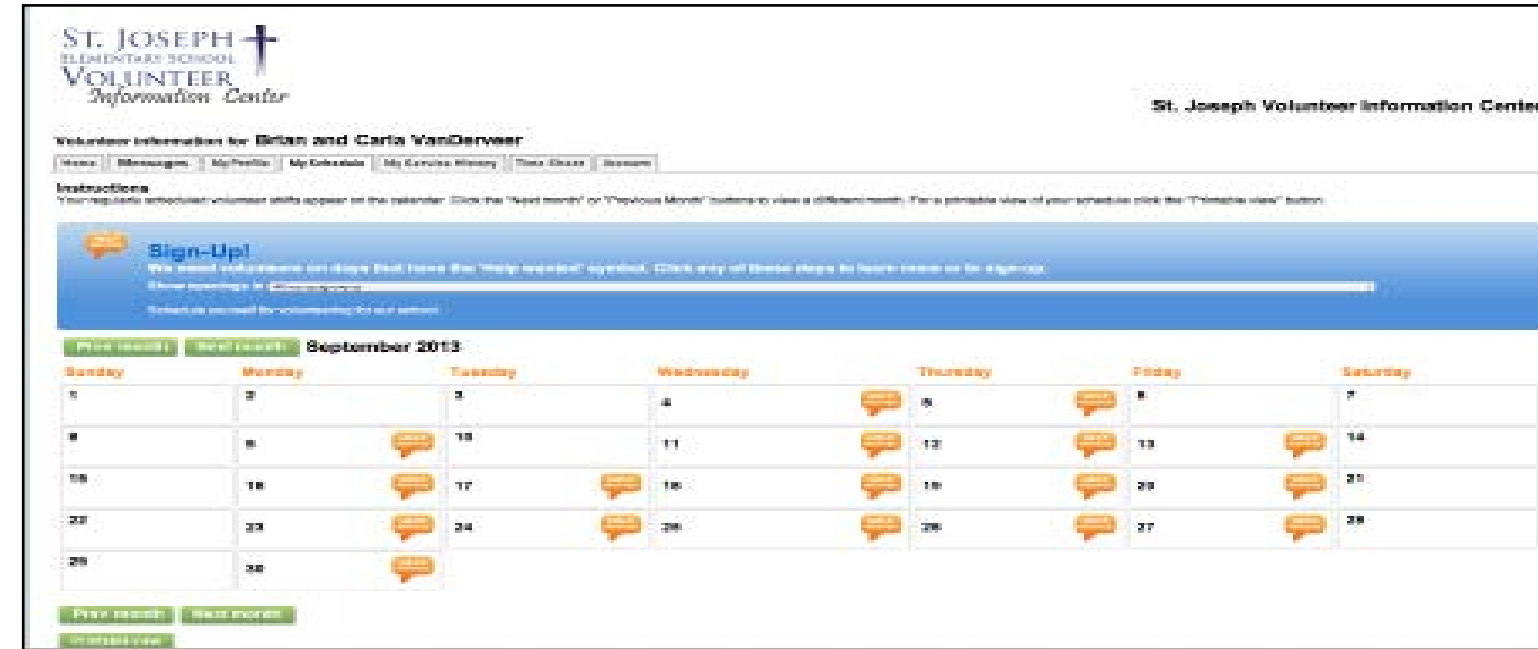
How to Sign Up for Volunteer Opportunites

Step 1: Launch your internet browser on your computer. Enter the following address into the address bar on your browser: <https://www.volgistics.com/ex/portal.dll?From=24327>.

Step 1: Click on the my “schedule tab.” A calendar will pop up with “Help Wanted” Bubbles. You can click from month to month to find the appropriate date.

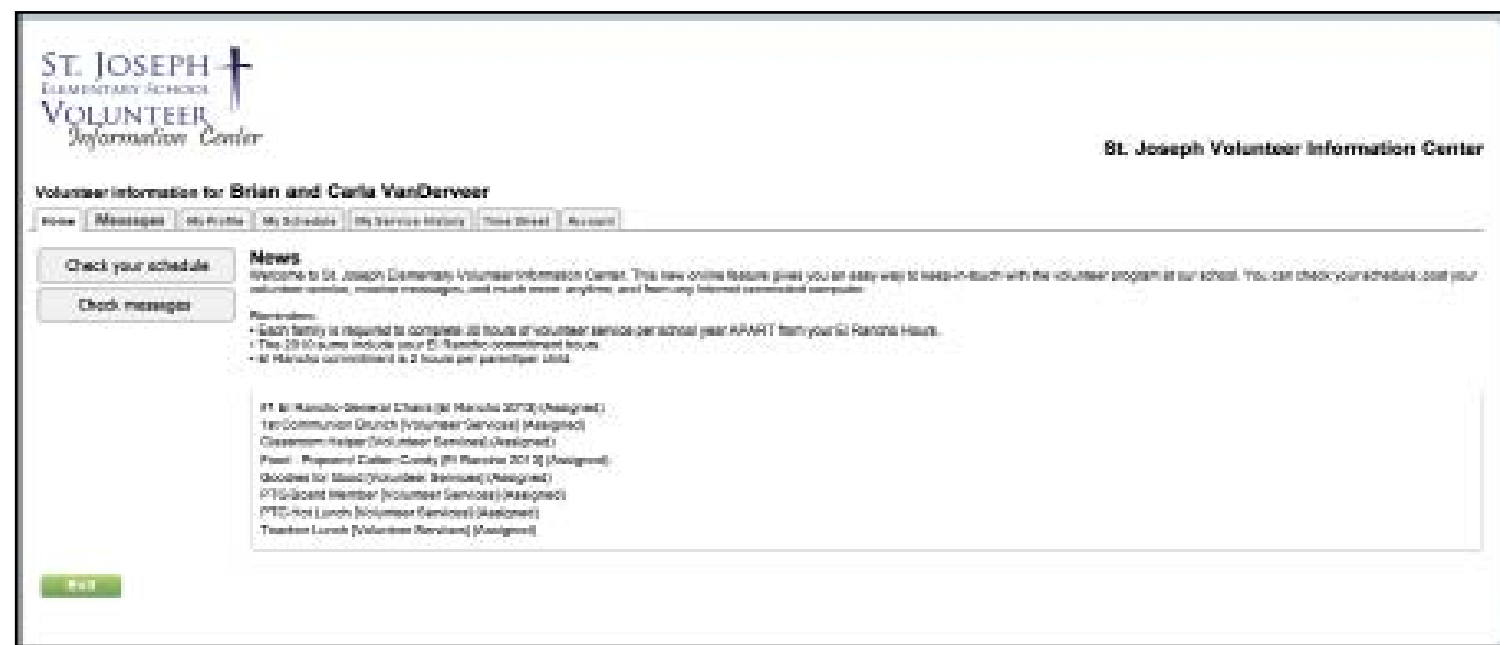
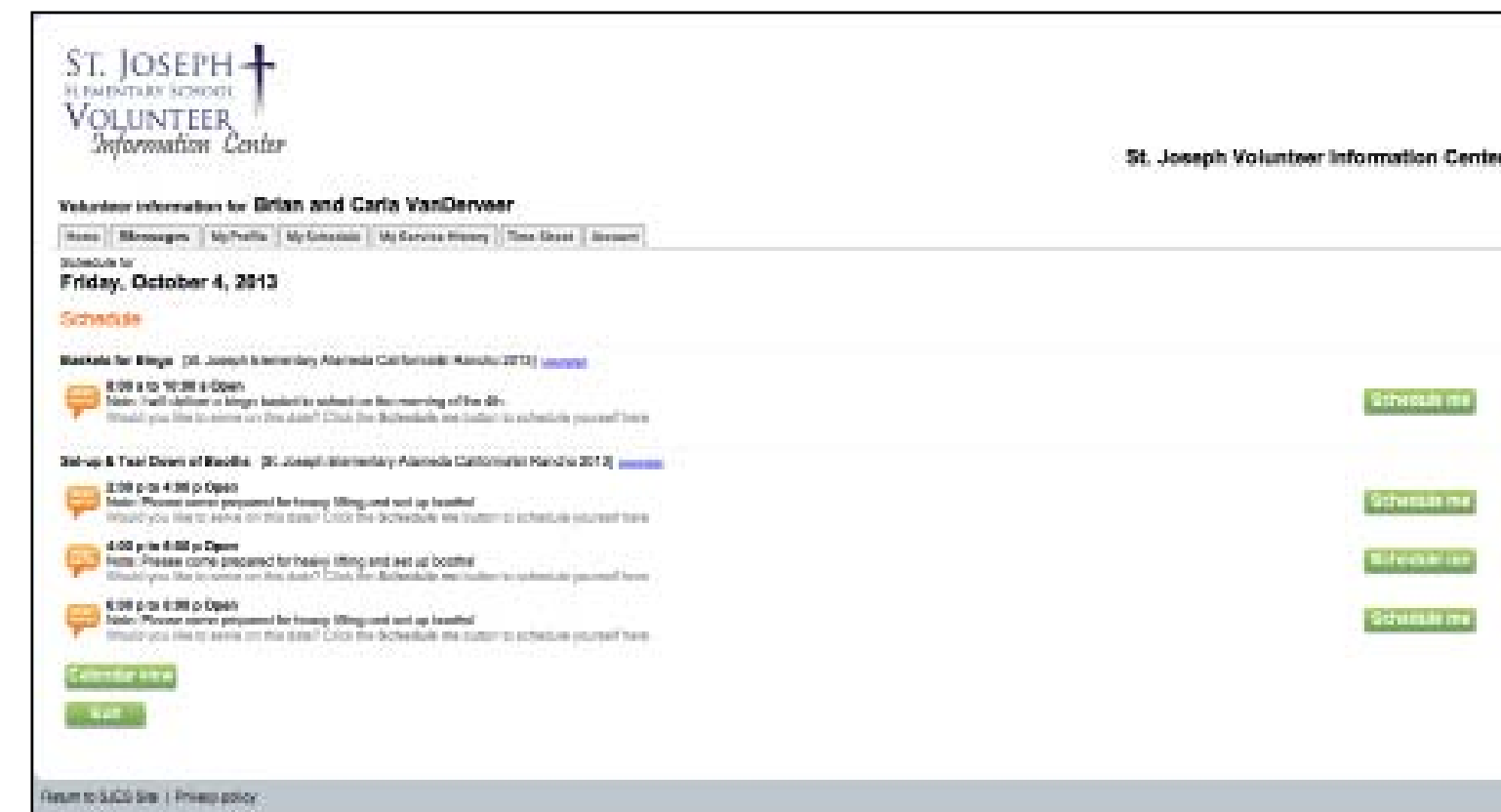
Enter your login name and password. If you have trouble logging in, please email sjesvolunteerinfo@gmail.com. If you forgot your password, you can click on the “Forgot your password?” link to recover your password.

Step 1: Logging in



Step 2: Click on the date you would like to volunteer to find open positions.

Step 2: Once logged in the screen page will look like the below. It will detail what you have signed up for within the last year.



Step 3: Click on the “schedule me” box to sign up for the event.

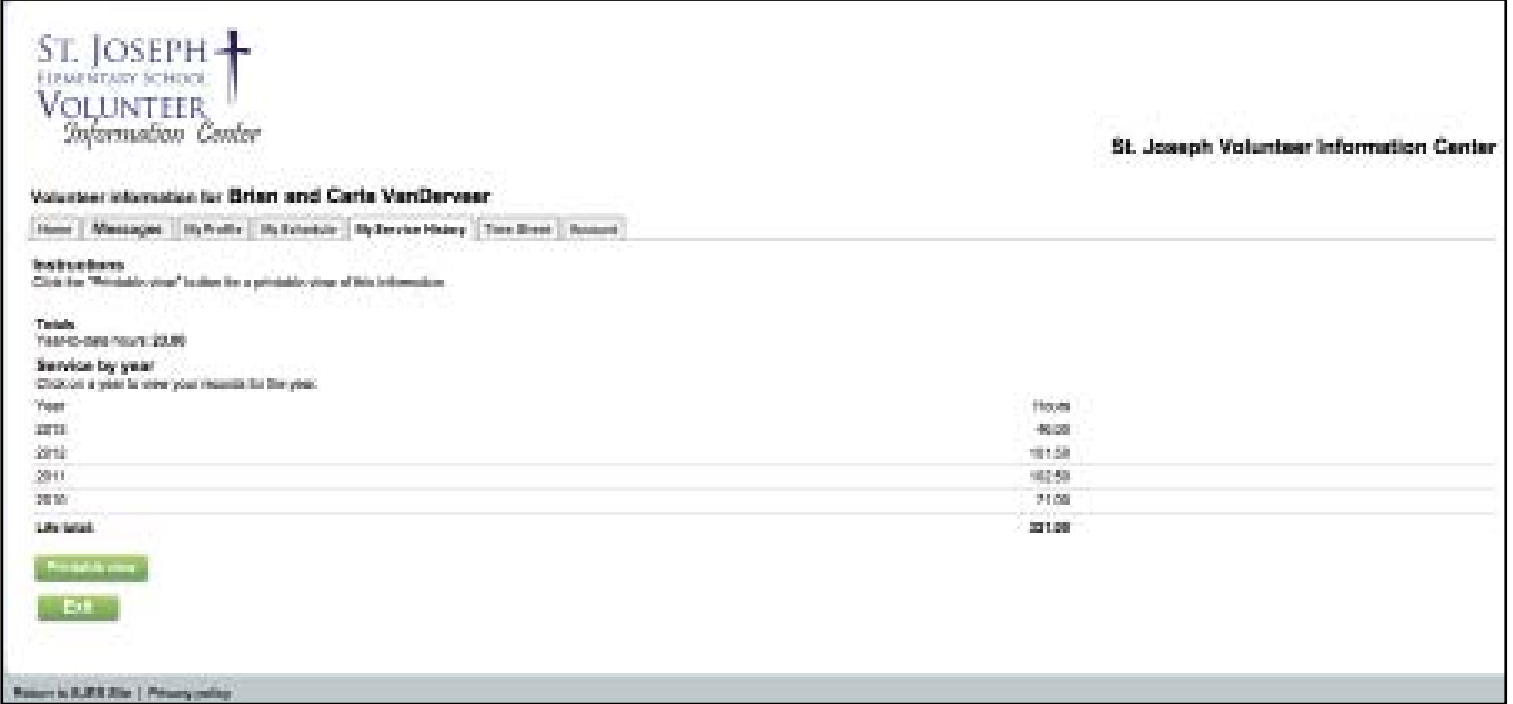
Step 4: The next screen will ask you to confirm you want to sign up for the event- Click “Yes” or “No.”

Auditing & Keeping Track of Your Hours:

Step 5: You will receive a confirmation screen thanking you for signing up to volunteer.

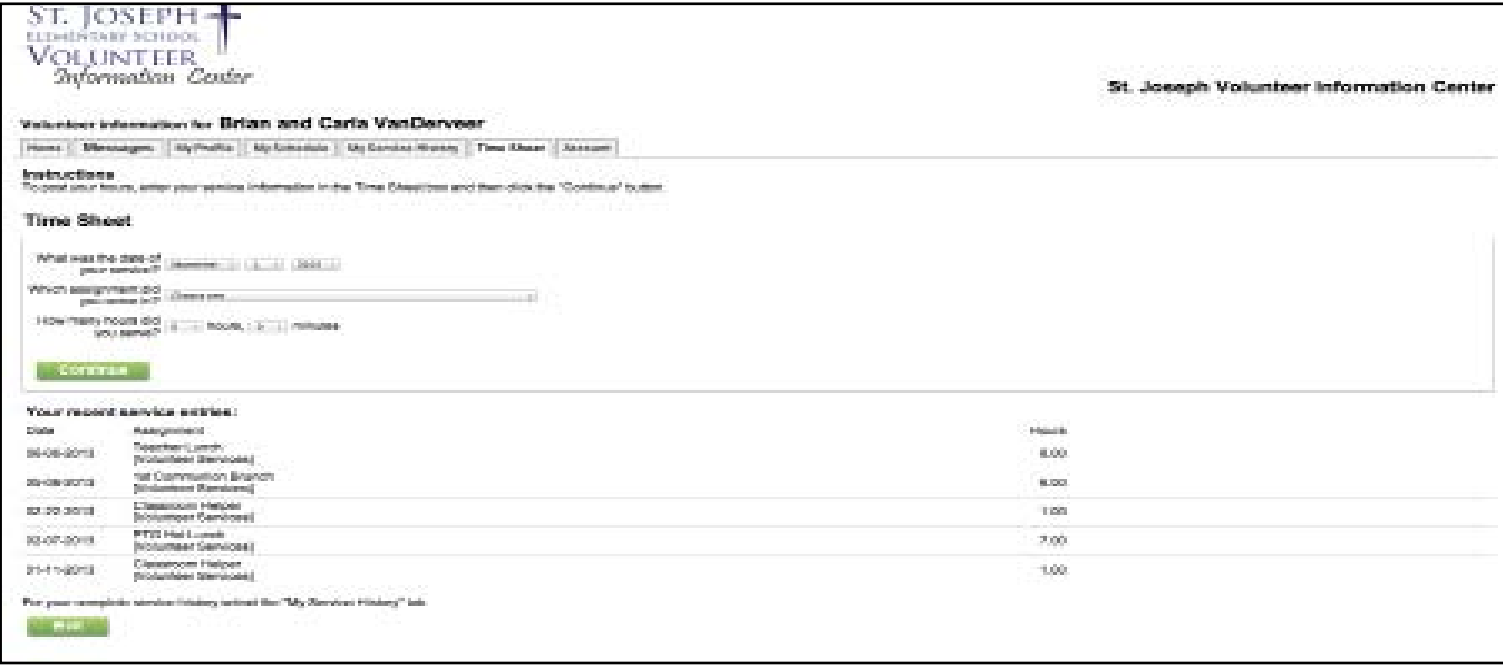


Hours posted on the timesheet will be audited by the School Board. You can check you total hours completed in the “My Service Hours” tab. It lists hours by calendar year. Please remember that contractual hours are calculated from July 2014 to June 5, 2015. You can click on each year in the “My Service Hours” tab to see by calendar year what has been completed.

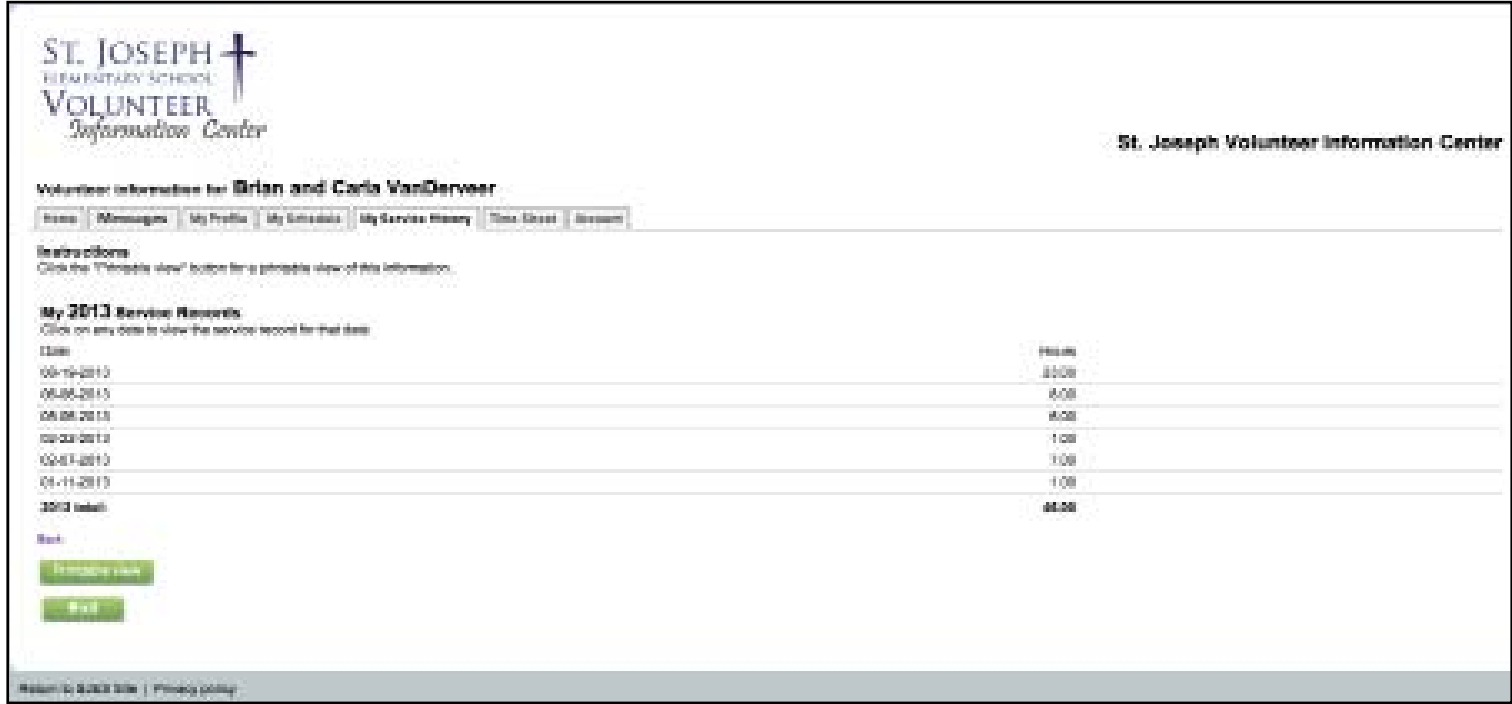


Documenting Completed Hours:

Step 1: Upon completion of your volunteer work, you will need to document your hours on your time sheet. The “timesheet” tab can be found on the Screen Page after login. The “timesheet” will look like below:



Calendar Year View



Yearly View

Step 2: Fill in the details on the drop down menus (date of service, assignment you served, hours your served.) Click continue. You will then be sent to a confirmation page where you click “yes” or “no.”

Step 3: You will be sent to a page asking if you would like to post more. Proceed to post or logout.

Congratulations! You mastered Volgistics.

It's as easy as that! Please make sure to sign up for all school volunteer activities on the Volgistics volunteer website. If you have any questions about how to use Volgistics, please contact sjesvolunteerinfo@gmail.com or Carla VanDerveer at carlavanderveer@yahoo.com.
Thank you for your support, and for supporting the use of our Volunteer System.

