

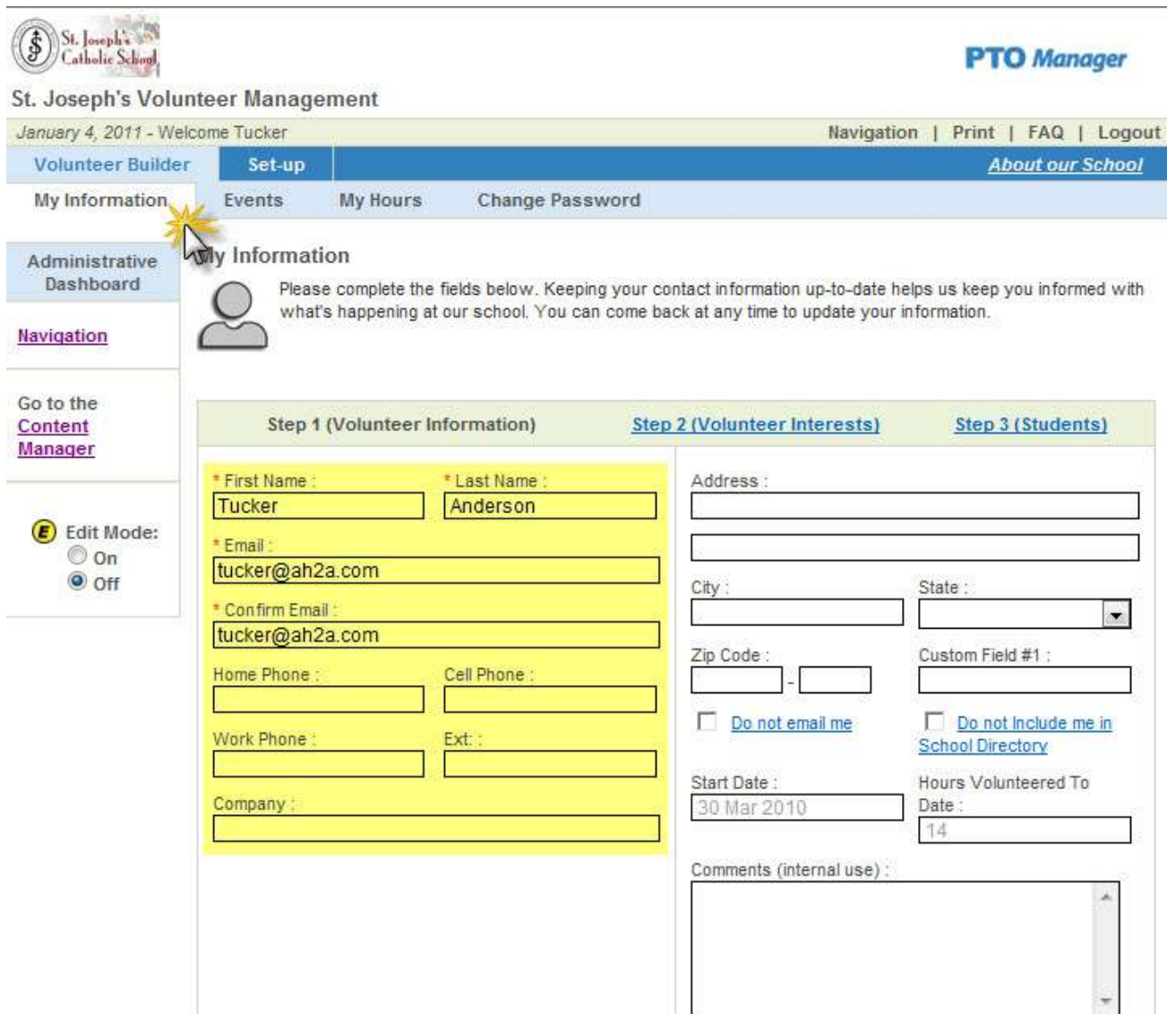
## Volunteer Hours

As you all know, each family is required to contribute a minimum of 20 Volunteer Hours at St. Joe's each school year. For many years we have been recording our hours on paper and turning that paper in to the office. Good news! We are now able to log on to the St. Joe's website and log our volunteer hours electronically through a program called **Volunteer Builder**.

You will have the ability to register or update your profile, view event details such as date and tasks, volunteer for events, email event coordinators directly, log your hours, 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 HSA. Simply follow the steps below and log your hours.

Within the next week you will be receiving an email with your login information. We will notify you once the site is "live".

### 1. Verify Registration info



The screenshot shows the 'St. Joseph's Volunteer Management' website interface. At the top left is the school logo, and at the top right is the 'PTO Manager' logo. Below the logo is the title 'St. Joseph's Volunteer Management' and a date 'January 4, 2011 - Welcome Tucker'. A navigation bar contains links for 'Volunteer Builder', 'Set-up', 'My Information', 'Events', 'My Hours', and 'Change Password'. A sidebar on the left includes 'Administrative Dashboard', 'Navigation', and 'Go to the Content Manager'. The main content area is titled 'My Information' and contains a message: 'Please complete the fields below. Keeping your contact information up-to-date helps us keep you informed with what's happening at our school. You can come back at any time to update your information.' Below this is a registration form with three steps: Step 1 (Volunteer Information), Step 2 (Volunteer Interests), and Step 3 (Students). Step 1 is highlighted in yellow and contains the following fields: First Name (Tucker), Last Name (Anderson), Email (tucker@ah2a.com), Confirm Email (tucker@ah2a.com), Home Phone, Cell Phone, Work Phone, Ext., and Company. Step 2 contains fields for Address, City, State, Zip Code, and Custom Field #1. Step 3 contains fields for Start Date (30 Mar 2010), Hours Volunteered To Date (14), and a Comments (internal use) text area. There are also checkboxes for 'Do not email me' and 'Do not include me in School Directory'.

St. Joseph's Catholic School

PTO Manager

St. Joseph's Volunteer Management

January 4, 2011 - Welcome Tucker

Navigation | Print | FAQ | Logout

Volunteer Builder | Set-up | About our School

My Information | Events | My Hours | Change Password

Administrative Dashboard

Navigation

Go to the Content Manager

Edit Mode:  
 On  
 Off

**My Information**

Please complete the fields below. Keeping your contact information up-to-date helps us keep you informed with what's happening at our school. You can come back at any time to update your information.

Step 1 (Volunteer Information) | Step 2 (Volunteer Interests) | Step 3 (Students)


\* First Name : Tucker  
\* Last Name : Anderson  
\* Email : tucker@ah2a.com  
\* Confirm Email : tucker@ah2a.com  
Home Phone :  
Cell Phone :  
Work Phone :  
Ext. :  
Company :

Address :  
City :  
State :  
Zip Code :  
Custom Field #1 :

Do not email me  
 Do not include me in School Directory

Start Date : 30 Mar 2010  
Hours Volunteered To Date : 14  
Comments (internal use) :

## 2. Volunteer or Log hours for an Event


PTO Manager

### St. Joseph's Volunteer Management

January 4, 2011 - Welcome Tucker
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Volunteer Builder
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Events
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Change Password

Save list to my computer

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Administrative Dashboard

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Navigation

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Go to the Content Manager

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E Edit Mode:  
 On  
 Off

### EVENT PLANNER

The list below shows all the scheduled events for our school. If you're interested in helping at an event please let the event leader know. If you have been assigned to an event you can click the 'view my tasks' link to review your assignment (s).



Event	Event Leader	Location	Event Details	Action
Event - OctoberFest			Sun, Sep 26	<a href="#">Volunteer for Event</a>
Fundraiser - Uniform Sale			Thu, Sep 30	<a href="#">Volunteer for Event</a>
<a href="#">School Day - September</a>			Thu, Sep 30	<a href="#">View My Tasks for Event</a>
Fundraiser - Yankee Candle			Fri, Oct 15	<a href="#">Volunteer for Event</a>
School Day - October			Sun, Oct 31	<a href="#">View My Tasks for Event</a>
School Day - November			Tue, Nov 30	<a href="#">Volunteer for Event</a>
School Day - December			Fri, Dec 31	<a href="#">Volunteer for Event</a>
Event - Crab Feed		TBA	Tue, Feb 15	<a href="#">Volunteer for Event</a>
Fundraiser - Boxtops			Thu, Jun 30	<a href="#">Volunteer for Event</a>
<a href="#">HSA Board</a>			Thu, Jun 30	<a href="#">View My Tasks for Event</a>

**Check your hours**

3.



### St. Joseph's Volunteer Management

January 4, 2011 - Welcome Tucker

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<a href="#">Volunteer Builder</a>	<b>Set-up</b>	<a href="#">About our School</a>	
<a href="#">My Information</a>	<a href="#">Events</a>	<a href="#">My Hours</a>	<a href="#">Change Password</a>

[Save list to my computer](#)

Administrative Dashboard

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Go to the [Content Manager](#)

**E** Edit Mode:

On

Off

### REPORTS : Volunteer Detail



This report will provide you with detail information on volunteers hours. You can search for specific criteria and date range of volunteering or use the "Show All" button to display data on all volunteers. If you don't define an end date, the program assumes you want the entire year.

#### Enter Fields to Match

\* Start Date :  End Date :

Volunteered For Event :

\* Indicates a required field

Your report results are below. You can save this report to you computer by clicking on the button to the left. When you save a report to your computer, you will be able to view additional fields not shown on the screen.

