



St. Joseph Elementary School

2017-2018

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.

To post opportunities contact:

Maude Samaniego
maudesamaniego@gmail.com

or

Carla VanDerveer
cvanderveer@csdo.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

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!

How to Use Volgistics

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>.

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



ST. JOSEPH ELEMENTARY SCHOOL VOLUNTEER Information Center

Login

Enter your email address and your volunteer information center password, and then click the Go button.

Login name:

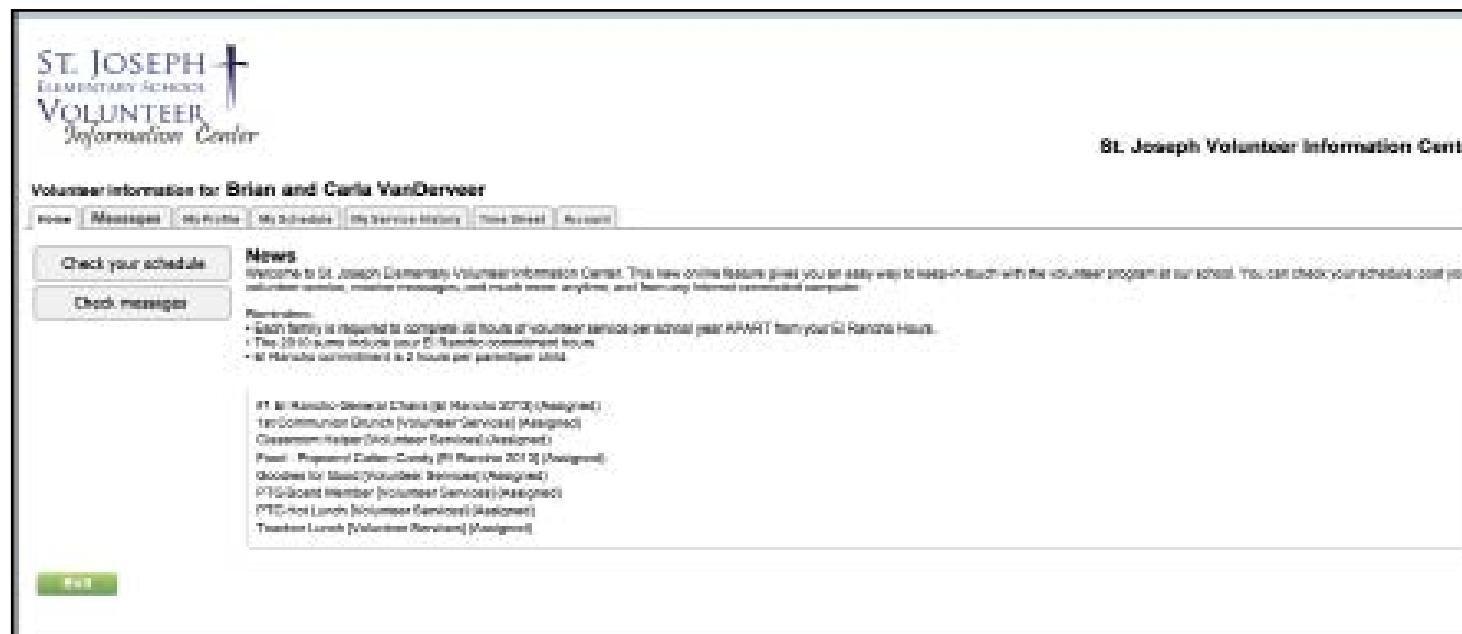
Password:

Go

[Forgot your password?](#)

[Return to SJES Site](#) | [Privacy policy](#)

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.



ST. JOSEPH ELEMENTARY SCHOOL VOLUNTEER Information Center

BL. Joseph Volunteer Information Center

Volunteer Information for Brian and Carla VanDerwerf

[Home](#) [Messages](#) [My Profile](#) [My Schedule](#) [My Service History](#) [Time Sheets](#) [Logout](#)

Check your schedule

News

Check in to St. Joseph Elementary Volunteer Information Center. This new online feature gives you an easy way to keep in touch with the volunteer program at our school. You can check your schedule, post your volunteer needs, receive messages, and much more; anytime, and from any internet connected computer.

Reminders:

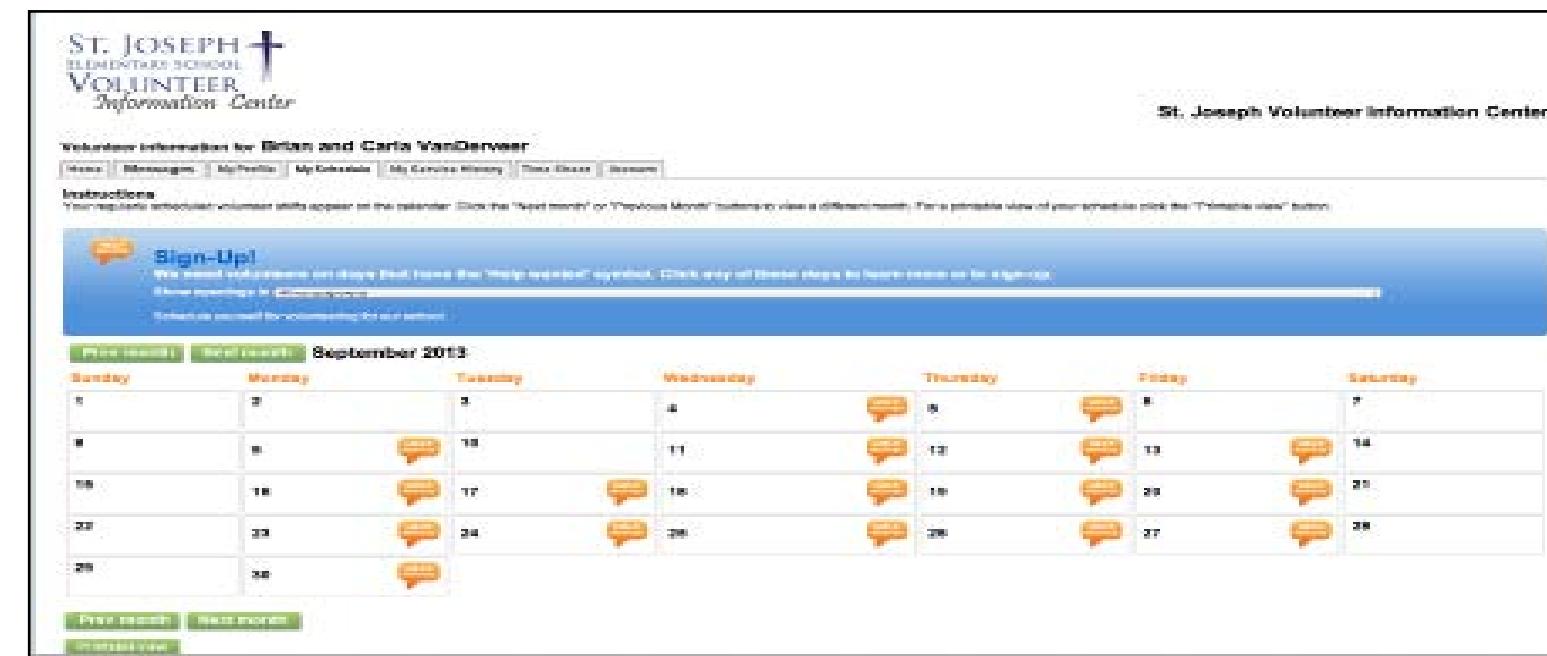
- Each family is required to complete 20 hours of volunteer service per school year (APART from your 60 Ranchero Hours).
- Two 20-Hour sums include your 60 Ranchero commitment hours.
- 60 Ranchero commitment is 2 hours per participant/child.

11/11/2013-12/12/2013 [Bl. Joseph 2013] (Assigned)
11/Community Church [Volunteer Services] (Assigned)
Cleopatra Helper [Volunteer Services] (Assigned)
Post: Proposed Calfee County [Bl. Joseph 2013] (Assigned)
Goodwill for Music/Volunteer: [Blissous] (Assigned)
PTG-Parent Member [Volunteer Services] (Assigned)
PTG-Hot Lunch [Volunteer Services] (Assigned)
Teacher Lunch [Volunteer Services] (Assigned)

[Logout](#)

How to Sign Up for Volunteer Opportunities

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.



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Volunteer Information for Brian and Carla VanDerwerf

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Instructions: Your requested volunteer shifts appear on the calendar. Click the "Next Month" or "Previous Month" buttons to view a different month. For a printable view of your schedule click the "Print Schedule" button.

Sign-Up!

Volunteer Information for Brian and Carla VanDerwerf

Volunteer Information for Brian and Carla VanDerwerf

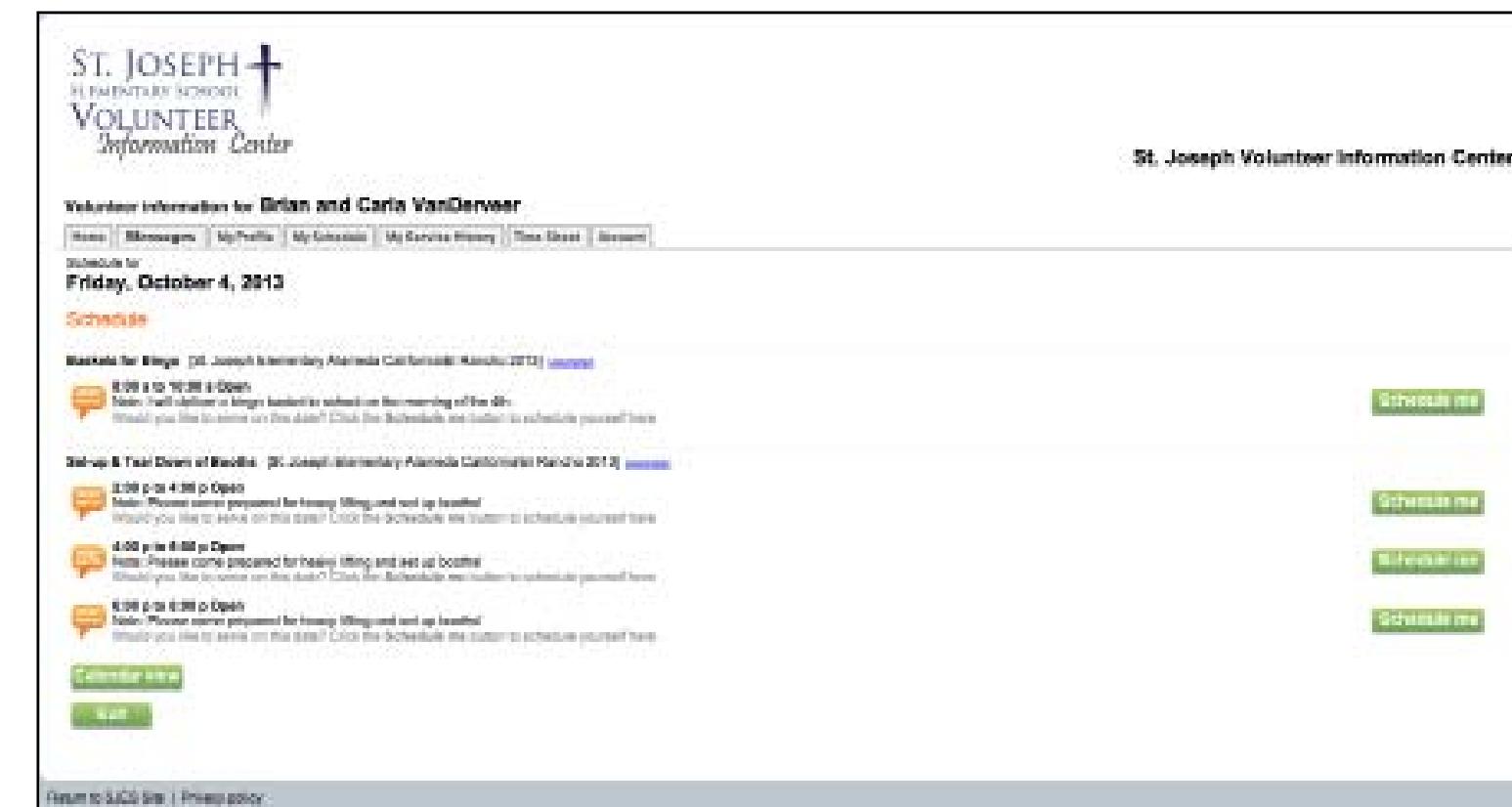
September 2013

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

[Print Schedule](#) [Print Schedule](#)

[Logout](#)

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



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Schedule for: Friday, October 4, 2013

Schedule

Shifts for Friday: [St. Joseph Elementary Alameda California] (Assigned)

8:00 a-10:30 a Open
Today: You're in! Register or schedule for the morning of the 4th. Would you like to return on this date? Click the Schedule me button to schedule yourself here.

Shifts & Team Events for Friday: [St. Joseph Elementary Alameda California] (Assigned)

10:30 a-4:30 p Open
Today: Please come prepared for heavy lifting and set up booths. Would you like to return on this date? Click the Schedule me button to schedule yourself here.

4:00 p-6:00 p Open
Today: Please come prepared for heavy lifting and set up booths. Would you like to return on this date? Click the Schedule me button to schedule yourself here.

6:00 p-8:00 p Open
Today: Please come prepared for heavy lifting and set up booths. Would you like to return on this date? Click the Schedule me button to schedule yourself here.

[Schedule me](#) [Schedule me](#)

[Logout](#)

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."

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

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Volunteer Information for Brian and Carla Vanderveer

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Sign-Up!
Volunteer yourself for volunteering for our school.

Thank you!
Please enter a code of your assignment here, a committee will beverve in this email when you are ready.
You are signed up to serve:

Date: Friday, October 4, 2013
Assignment: BINGO
Description: I will deliver a bingo ticket to school in the morning of the 04-10-2013
From: 08:00 a
To: 10:00 a

Continue

Assignment Information

Assignment Details for Bingo
Location: St. Joseph Elementary Alameda California
Assignment Date: 2013
Contact: Email Address: pcashdohs@msn.com

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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:

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Instructions
Report your hours, enter your service information in the Time Sheet page and then click the "Continue" button.

Time Sheet

What was the date of your service? 10/04/2013

Which assignment did you serve on? 2013

How many hours did you serve? 00 hours, 00 minutes

Continue

Your recent service entries:

| Date | Assignment | Hours |
|------------|----------------------|-------|
| 10-04-2013 | Assignment | 0.00 |
| 10-04-2013 | Deporter/Driver | 0.00 |
| 10-04-2013 | Volunteer Services | 0.00 |
| 10-04-2013 | Hot Committee Branch | 0.00 |
| 10-04-2013 | Volunteer Services | 1.00 |
| 10-07-2013 | PTOS Hot Lunch | 2.00 |
| 10-07-2013 | Volunteer Services | 0.00 |
| 10-11-2013 | Classroom Helper | 1.00 |
| 10-11-2013 | Volunteer Services | 0.00 |

For your complete service history, click the "My Service History" link

Yes **No**

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.

Auditing & Keeping Track of Your Hours:

Hours posted on the timesheet will be audited by the School Board. You can check your 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.

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Service Hours
Click the "Printable view" button for a printable view of this information.

| Year | Hours |
|-------------|--------|
| 2013 | 0.00 |
| 2014 | 101.50 |
| 2015 | 102.50 |
| 2016 | 21.00 |

Printable view

Print

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Calendar Year View

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Service Hours
Click the "Printable view" button for a printable view of this information.

My 2013 Service Hours
Click on any date to view the service report for that date.

| Date | Hours |
|-------------------|-------------|
| 10-10-2013 | 0.00 |
| 10-08-2013 | 0.00 |
| 10-08-2013 | 0.00 |
| 10-04-2013 | 1.00 |
| 10-07-2013 | 1.00 |
| 10-11-2013 | 1.00 |
| 2013 Total | 4.00 |

Printable view

Print

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Yearly View

Congratulations! You mastered Volgistics.

It's as easy as that! Please make sure to sign up for all school volunteer activites 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.

