



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

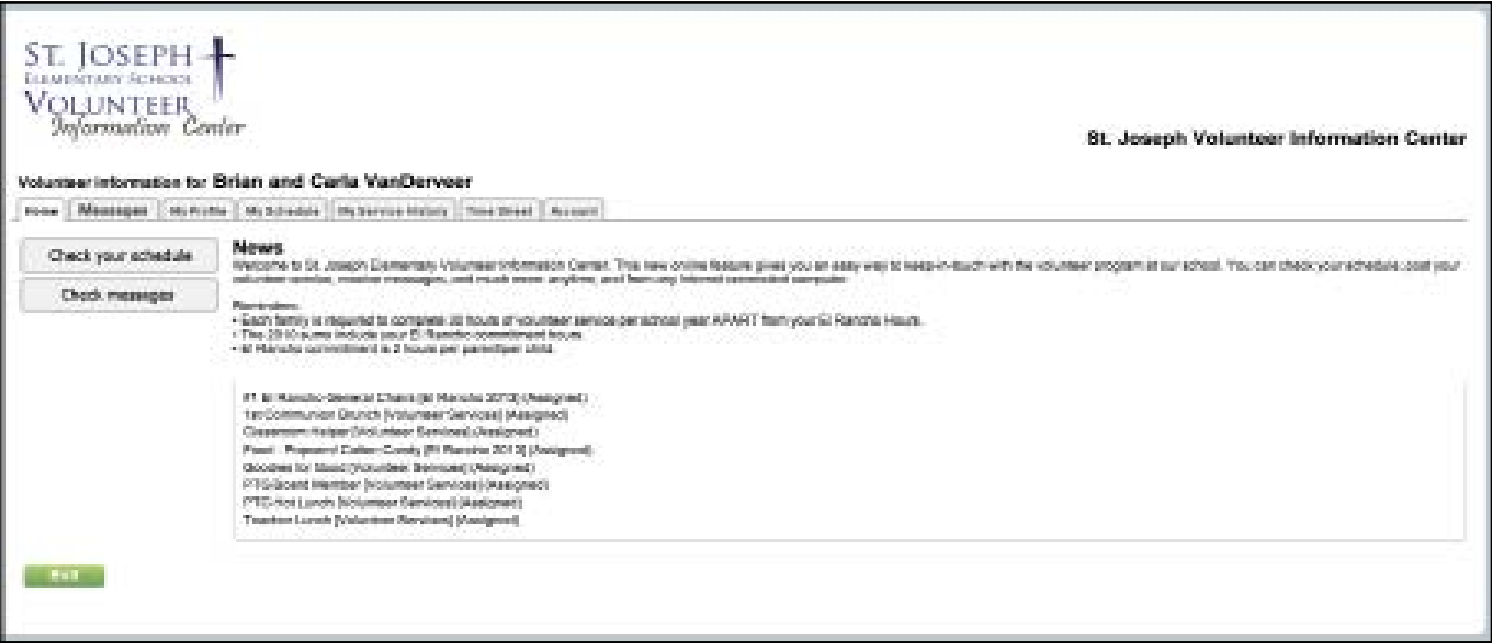
Step 1: Launch your internet browser on your computer. Enter the following address into the address bar on your browser: <https://www.volgistics.com/ex/portal.dll?From=24327>.

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

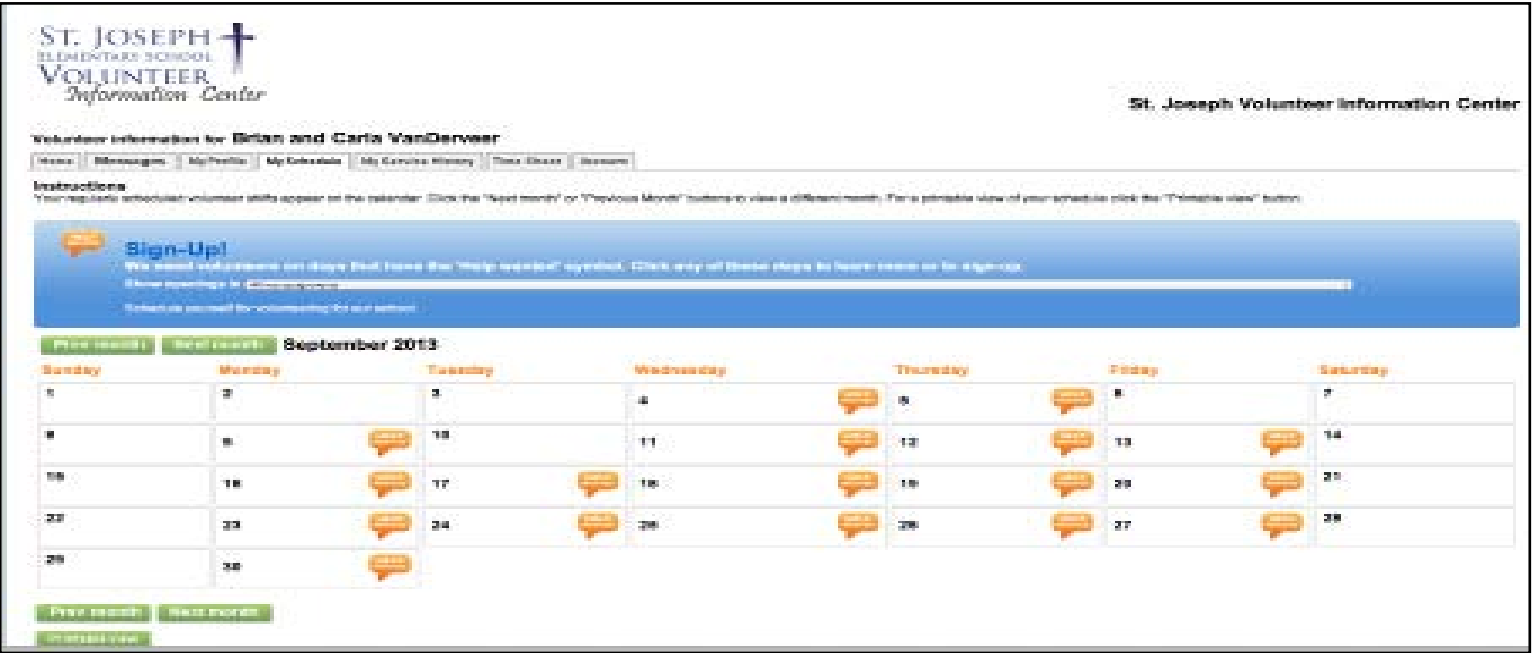


Step 2: Once logged in the screen page will look like the below. It will detail what you have signed up for within the last year.

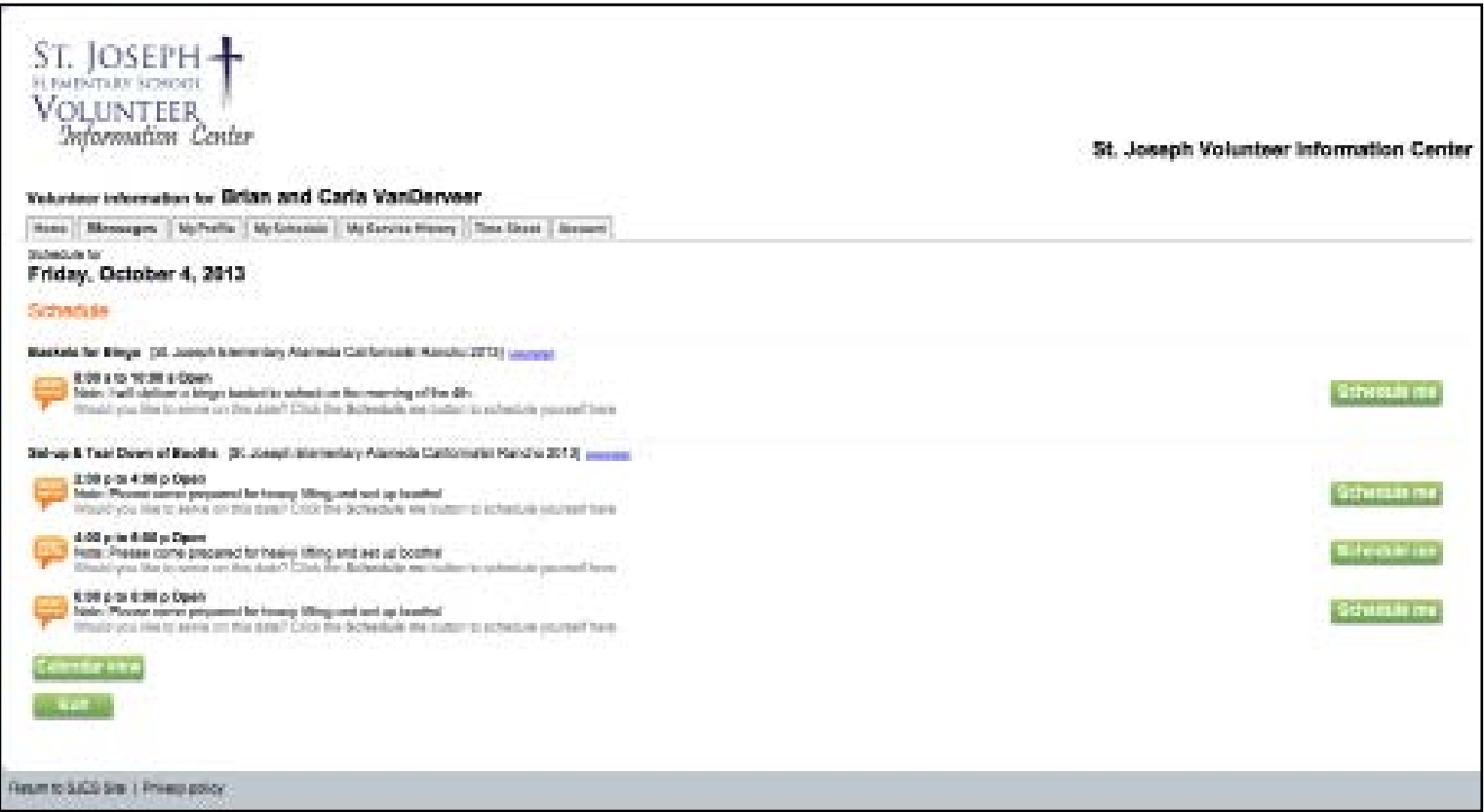


How to Sign Up for Volunteer Opportunitites

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.



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



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.”



ST. JOSEPH

ELMENTARY SCHOOL

VOLUNTEER

Information Center

St. Joseph Volunteer Information Center

Volunteer information for Brian and Carla VanDerveer

[Home](#)
[Messages](#)
[My Profile](#)
[My Schedule](#)
[My Volunteer History](#)
[Time Sheet](#)
[Account](#)

Sign-Up!

Schedule yourself for volunteering for our school.

Thank you!

Please make a note of your scheduled time, a reminder will be sent to this email. Are you interested?

Your date signed-up to serve:

Date: Friday, October 1, 2010

Assignment: **Basals for Bingo**

I will deliver a basgal basket to school at the morning of the 1st.

From: 9:00 a

To: 10:00 a

[Cancel](#)

Assignment Information:

Assignment: Basals for Bingo

Location: St. Joseph Elementary Alameda California

800 Kinzo 2010

Contact: Bill Anderson

bill@basalsforbingo.com

Return to [St. Joseph Site](#) | [Privacy policy](#)

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:

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.

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.

Calendar Year View

Yearly View

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.

