

Volunteers Help

The Virtual Volunteer Center is a resource for volunteers to help in their community doing volunteering or donating materials needed for classrooms. Teachers are asked to post all their volunteer and material needs to this website to communicate with students' parents and the other members of the community. As a volunteer and donor, you will know how you can best help Huntsville City Schools. The Director of Community Engagement and Partnership Development will be driving companies and volunteers to the Virtual Volunteer Center to help recruit volunteers and donate material needs.

To Register

- Click **"Log On/Register"** in the upper right corner.
- Click **"Register"** to create an account.
- Enter email address, password and password reset information. You will be sent an email to validate your account. You will need to use the link and sign on using your username and password to validate your identity. *NOTE: Check your spam box if you don't receive the validation email.*
- **Personal Information:** You must enter some personal information when you log on the first time. This information is required to be a volunteer with Huntsville City Schools. All required information is marked by *. The year born is used for demographic information only. You must set up a profile before you can apply for volunteerism.
- **Skills:** In the future, the system will match volunteer needs with the skills you have entered into the system. (i.e. If you enjoy tutoring students in Calculus and enter Calculus as one of your skills, you will be notified when an opportunity requiring Calculus as a skill is requested.
- **Preferences:** This allows you to select the schools and grades as preferences or go anywhere needed.

Personal Information	Skills	Preferences
*First Name:	<input type="text"/>	
Middle Name:	<input type="text"/>	
*Last Name:	<input type="text"/>	
*Street:	<input type="text"/>	
*City:	<input type="text"/>	
*State:	AL <input type="text"/>	
*Zip Code:	<input type="text"/>	
Home Phone:	<input type="text"/>	
Cell Phone:	<input type="text"/>	
*Year Born:	<input type="text"/>	
Notes:	<input type="text"/>	
Have you have ever been convicted of a felony?		
<input type="radio"/> Yes <input type="radio"/> No		

Main Menu

Once logged on, you will see the menu on the left side.

Volunteer Menu

When you scroll over each of the links, help text will pop up to explain what each link means.

Needs

Accepted

Signed Up

Available

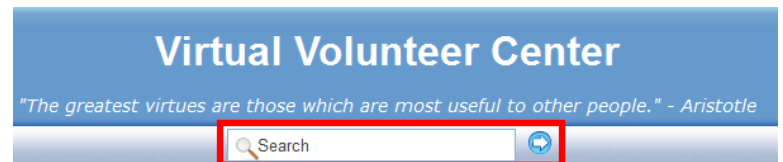
All

Needs:

- **Accepted** – Shows the material donations and volunteering which have been accepted by the teacher
 - **Signed Up** – Shows the donations and volunteers positions which you have requested but have not yet been accepted
 - **Available** – Shows all the needs that have been entered but not yet fulfilled by a donor or volunteer.
- **All** – Shows all the needs that have been entered into the Virtual Volunteer Center for Huntsville City Schools.


Search


You can narrow down the donation and volunteer opportunities by using the search function. The search box searches all words in each post. You can search for a school, teacher, material name, subject, etc. just by entering the terms and clicking the arrow to the right of the box.



To Sign Up

To sign up to donate materials or become a volunteer, click on the title bar outlined in red below. Click the **Sign Up** button at the bottom.

 or the green bar represents material/supply donation needs.

 or the blue bar represents volunteer positions needed.

For a Material Need:

You will be asked to enter the following:

- **Retail Value** – you can use the retail value entered by the teacher.
- **Quantity** – the amount you will be donating
- **Notes** – any notes or questions you have for the teacher. The teacher will be able to see the notes you enter.

Click **OK**.

Once you have clicked **OK**, you have pledged the donation and can make the purchase and have it sent to the school/teacher based on the delivery instructions.

You and the teacher will get confirmation emails from the system all along the way to show you where you are in the process of acceptance.

For a Volunteer Opportunity:

You will be asked to enter the following:

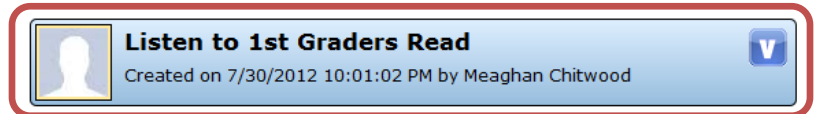
- **Notes** – any notes or questions you have for the teacher. The teacher will be able to see the notes you enter.

Click **OK**.

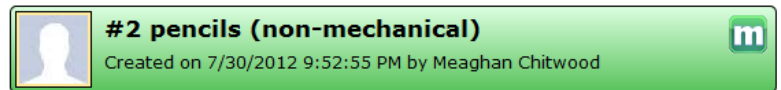
You will need to **wait to get confirmation** from the teacher that you will be the volunteer selected for the opportunity you signed up to complete. You and the teacher will get confirmation emails from the system all along the way to show you where you are in the process.

"What have I signed up for?"

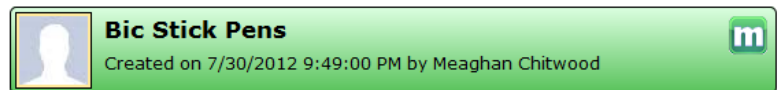
To view the donations and volunteering you have pledged, click **Signed Up** on the main menu. You can see which donations you should be purchasing and volunteer needs for which you should be awaiting confirmation.



I need volunteers to listen to first graders read for 2 hours.



96 #2 pencils (non-mechanical)



4 Red Bic Stick Pens for each student

Teacher Help

The Virtual Volunteer Center is a resource for teachers to reach out to the community to request both volunteer time and needed materials for your classroom. As a teacher, you are asked to post all your volunteer and material needs to this website to communicate with your students' parents and the other members of the community. The Director of Community Engagement and Partnership Development will be driving companies and community volunteers to the Virtual Volunteer Center to help support your volunteer and material needs.

To Register

- Click **"Log On/Register"** in the upper right corner.
- Click **"Register"** to create an account.
- Enter email address, password and password reset information. You will be sent an email to validate your account.
NOTE: If you use your @hsv-k12.org email, you will automatically have teacher access.

Teacher Menu

Needs

My Needs

My Current Needs

Available

All

Reports

Users

Opportunities

Report 3

Main Menu


Once logged on, you will see the menu on the left side. When you scroll over each of the links, help text will pop up to explain what each link means.

Needs:

- My Needs – Shows only the volunteer and material needs you have entered into the systems
- My Current Needs – Shows needs that are still open for volunteers and donors
- Available – Shows volunteer and material needs available across the district
- All – Shows all the needs that have been entered into the Virtual Volunteer Center. This can be used to give you ideas.

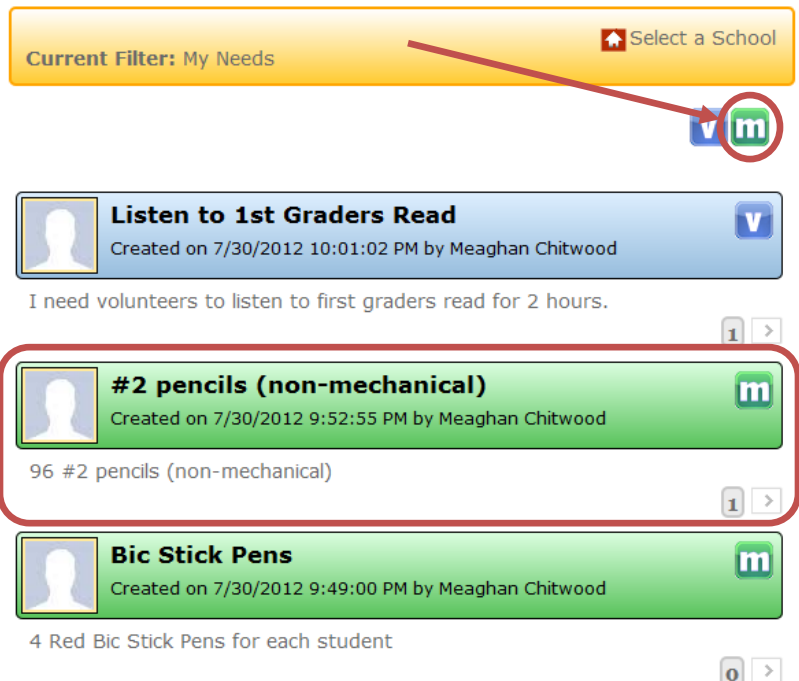
Reports: As teachers and volunteers start using the system, reports will be created to give you information about percentage of needs fulfilled and other useful information.

Add a Material Need:



To add a need for materials, supplies, etc., click  just under the Header.



A pop up box will appear. You will be asked to enter the following

- **Title** – this is the title the public will see (i.e. "#2 pencils (non-mechanical)")
- **Description** – this description will be viewed just under the title. This is a marketing tool for your cause (i.e. "96 #2 pencils (non-mechanical)")
- **Retail Value** – this shows the donor how much their donation will be worth. This will be used to create a receipt for the donor.
- **Quantity** – how many packages of the item are needed?
- **Reason** – this is your compelling marketing tool. Tell us the story about why you need the item. (i.e. Is it going to a specific student? Is it being used for an interesting project?)





Current Filter: My Needs Select a School



 

 **Listen to 1st Graders Read** 
Created on 7/30/2012 10:01:02 PM by Meaghan Chitwood

I need volunteers to listen to first graders read for 2 hours.

 **#2 pencils (non-mechanical)** 
Created on 7/30/2012 9:52:55 PM by Meaghan Chitwood

96 #2 pencils (non-mechanical)

 **Bic Stick Pens** 
Created on 7/30/2012 9:49:00 PM by Meaghan Chitwood

4 Red Bic Stick Pens for each student

- **Delivery Instructions** – should the item be dropped off or mailed? Add the address if the item should be mailed.
- **School** – what school will be getting the benefits from the donation?
- **Notes** – the description will give the volunteer additional information about the item you need (i.e. where can the item be purchased; how many; etc.)
- **End date** – this is used by the system to determine when the need is expired and should be dropped from the system.

Be sure to hit **SAVE** to add the material need to the website. Click **CANCEL** to abandon the entry.

Add a Volunteer Need:

To add a need for volunteers, click  just under the Current Filter.

A pop up box will appear. You will be asked to enter the following:

- Title – this is the title the public will see (i.e. "Listen to 1st Graders Read")
- Description – this description will be viewed just under the title. This is a marketing tool for your cause (i.e. "I need volunteers to listen to first graders read for 2 hours.")
- Reason – this is your compelling marketing tool. Tell us the story about why you need the volunteer. (i.e. Why does the student need the additional help? Why do you need the work done in the classroom?)
- Subject – with what subject will the volunteer be helping?
- School – what school will be getting the benefit of the volunteer?
- Grade level – what grade level?
- Event Date – when do you need the volunteer to be available
- End date – this is used by the system to determine when the need is expired and should be dropped from the system.
- Number of Students – how many students will the volunteer help at any one time? Is it a group activity or individual?
- Time Needed – duration of the volunteer help?
- Skills Needed – what skills does the volunteer need? (i.e. basic math, calculus, etc) Later this will be used to match the right volunteer profile with your need.
- Notes – the description will give the volunteer additional information about the volunteer opportunity.)


Be sure to hit SAVE to add the volunteer need to the website. Click Cancel to abandon the entry.

Edit a Material Need or Volunteer Need:

You can edit the item at any time by clicking the  or  to the right of the title.

Accepting a Volunteer:

To accept a volunteer, click on the gray button (circled in red)



V

Reading Tutors

Weatherly Elementary

Event Date: 2/13/2013, Created by Sacha Korell on 11/9/2012

We are looking for a few good tutors to work with our students as we strive to improve their reading.



This will bring up the list of all volunteers who have signed up for your need. Now click on the green check mark to accept that volunteer.

Volunteers Registered for this Need ×


0 of 10 Accepted

State	Need	Signed Up On	Volunteer
	Reading Tutors	11/9/2012 12:40:06 PM	Frazer, Tracyne

First Previous 1 Next Last

Click "OK" in the following confirmation box

Message from webpage ×



Are you sure you want to accept/reject this volunteer?

OK
Cancel

This will send a notification email to the volunteer confirming that he/she has been accepted and change the "State" to "Accepted".

Volunteers Registered for this Need ×

1 of 10 Accepted


State	Need	Signed Up On	Volunteer
Accepted	Reading Tutors	11/9/2012 12:40:06 PM	Frazer, Tracyne

First Previous 1 Next Last

Also, please remember to rate the volunteer after the task has been completed by returning to this screen and clicking on the "Provide feedback for this volunteer" icon.

Volunteers Registered for this Need

1 of 10 Accepted

State	Need	Signed Up On	Volunteer
Accepted 	Reading Tutors	11/9/2012 12:40:06 PM	Frazer, Tracyne

First Previous 1 Next Last

Receiving a Donation for a Material Need:

To receive a donation, click on the gray button (circled in red)



Need Sharpies 

The Chapman Schools


Need by: 11/30/2012, Created by Sacha Korell on 10/30/2012

Need lots of sharpies



This will bring up the list of all donors who have signed up for your need. Now click on the green check mark to mark this donation "Received".

Donations for this Need

	Need	Create Date	Value	Qty	Delivered	Delivery Date	Donor
	Need lots of sharpies	11/6/2012	\$3.00	2	<input type="checkbox"/>		O'Rear, Rachel
	Need lots of sharpies	11/9/2012	\$1.00	6	<input type="checkbox"/>		Korell, Sacha


First Previous 1 Next Last

Check the checkbox for "Delivery Made", enter the date the delivery was made, and click "OK".

Accept Donation ✕

Donation

Delivery Made?:

Delivery Date: 

This will send a notification email to the donor confirming that he/she has donated this item and change the status to "Received".

Donations for this Need ✕

	Need	Create Date	Value	Qty	Delivered	Delivery Date	Donor
Received 	Need lots of sharpies	11/6/2012	\$3.00	2	<input checked="" type="checkbox"/>	11/9/2012	O'Rear, Rachel
 	Need lots of sharpies	11/9/2012	\$1.00	6	<input type="checkbox"/>		Korell, Sacha