



Volunteer Quick Start Guide

Volunteers

What is Voly?



OLY[®]
.org

Causes

Opportunities


Teams

Schools

VOLY IS A VOLUNTEER MANAGEMENT SYSTEM USED TO:

- **RECRUIT VOLUNTEERS**
- **TRACK VOLUNTEER HOURS**
- **REPORT VOLUNTEER HOURS**

Create An Account



Create A Volunteer Account!

First Name*

Last Name*

Email Address*

Confirm Email Address*

Phone Number*

Zip*

Password*

Confirm Password*

[Create Account](#)

By signing up for a Voly account, you confirm that you are at least 13 years old and that you have read and agreed to the [Voly Terms and Conditions](#).

- Go to [https://\(mydistrict\).voly.org](https://(mydistrict).voly.org)
- Create a Voly account:
 - [Name](#)
 - [Email address](#)
 - [Phone Number](#)
 - [Zip](#)
 - [Password](#)
- You must be 13 and older to create an account

Volunteer Instructions

- Click on “My Applications” on the top navigation bar
- Click on “Volunteer Instructions”

All volunteers must complete the following:

Requirement	Status	Expiration Date	
Application	Completed	June 30, 2021	Update
Orientation	Completed	July 07, 2021	
Background Check	Background Check Requested	June 30, 2021	Update

- This view shows what documents are required and which ones need to be completed or updated.
- Click on the “Update” link to complete the document.

Complete the Application

MANAGE MY APPLICATIONS

Volunteer Instructions

Application

Orientation

Volunteer Application Form

Volunteer Type

What type of volunteer are you?

General School Employee Student between age 13 - 17

I agree to the [Consent for Criminal Records Check and the Terms and Conditions](#) of this application. I understand that my application will not be processed unless I agree to these terms.

Profile Information

Legal First Name* Middle Name Legal Last Name*

Date of Birth* (mm/dd/yyyy)

Gender*

Man

Woman

Helpful Hint:
Most schools require you to complete the full application process every school year.

Complete required information on Volunteer Application Form

Be sure to:

- Choose your volunteer type
- Consent to background check if required
- Check all schools where you plan to volunteer

Authorize a Background Check

Volunteer Type

What type of volunteer are you?

General Student between age 13 - 17 Student observer

I agree to the [Consent for Criminal Records Check and the Terms and Conditions](#) of this application. I understand that my application will not be processed unless I agree to these terms.

Consent to a background check by clicking the checkbox. There is a link to explain the terms and conditions of the consent.

Select your Schools

With which school(s) do you plan to volunteer? (check all that apply)


<input type="checkbox"/> Armand Bayou Elementary	<input type="checkbox"/> Travis Elementary School
<input checked="" type="checkbox"/> Einstein Science Academy	<input type="checkbox"/> Washington Elementary School
<input type="checkbox"/> Erik Jonsson School of Engineering	<input type="checkbox"/> Washington High School
<input type="checkbox"/> Lincoln Elementary School	
<input type="checkbox"/> RISD - Bowie Elementary	
<input type="checkbox"/> RISD - Spring Creek Elementary	
<input type="checkbox"/> Roosevelt Elementary School	
<input checked="" type="checkbox"/> Success Elementary School	

- Identify the school(s) where you plan to volunteer
- You can add or change schools, as needed

Complete Orientation

- Click on arrows to move forward and backward in the orientation
- Scroll down and provide your electronic signature by checking box

Orientation - English



MANAGE MY APPLICATIONS

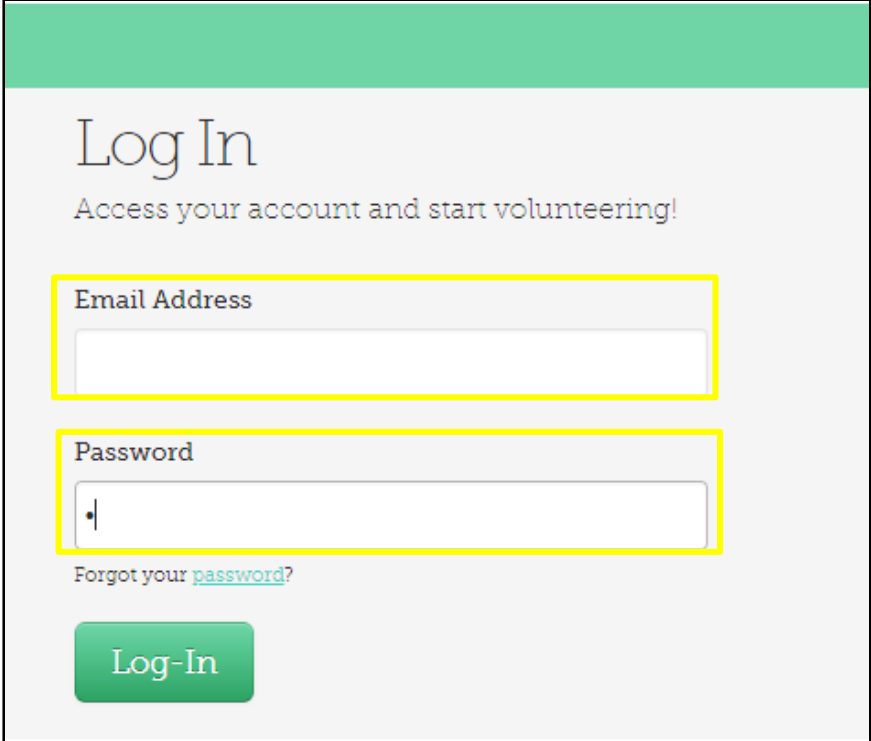
- Volunteer Instructions
- Application
- Orientation**

Orientation Information

Upon completion fill out the form below to confirm.

Logging into VOLY

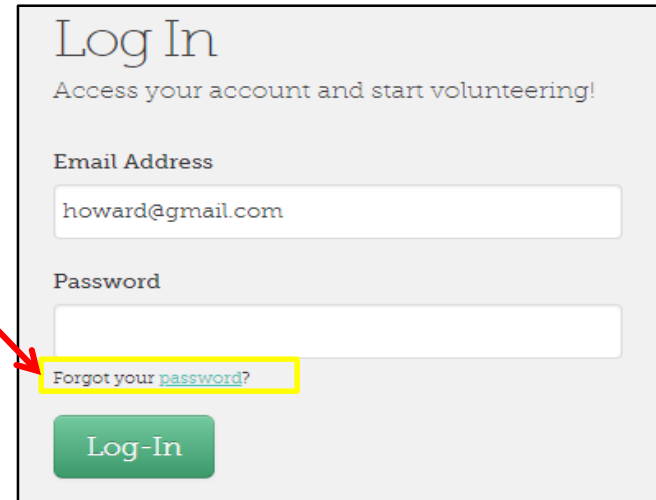
- Enter your email address and your private password
- Click 'Log In'



The screenshot shows a login form with a green header bar. The title "Log In" is displayed in a serif font, followed by the subtitle "Access your account and start volunteering!". Below the subtitle are two input fields: "Email Address" and "Password", both highlighted with a yellow border. The "Email Address" field is empty, while the "Password" field contains a single character. Below the password field is a link for "Forgot your password?". At the bottom of the form is a green "Log-In" button.

Forgot Your Password?

- Look under the Password box
- Click "Forgot Your Password"
- Type in your email address
- Click "Send Me A New Password"
- Check your email for the new password (check junk/spam folder)



Log In

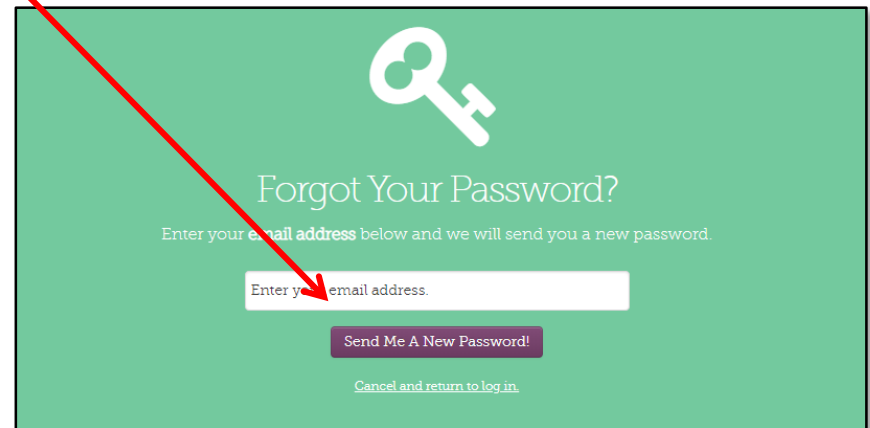
Access your account and start volunteering!


Email Address

Password

[Forgot your password?](#)

Log-In





Forgot Your Password?

Enter your email address below and we will send you a new password.

[Send Me A New Password!](#)

[Cancel and return to log in.](#)

Helpful Hint:

Check your spam folders if you don't see your password reset email within 5 minutes

Volunteer Approval

From: "Admininstation@isd.net"

To: Volunteer@sbcglobal.net

Sent: Thursday, February 8, 2018 2:51 PM

Subject: Congratulations! Your recent volunteer application for Our Town ISD has been cleared.

You can begin volunteering once you have:

- Set up a VOLY account
- Completed the application
- Completed and signed off on orientation (If required)
- Been notified your background check was approved (You will receive an email with your background check status)

Volunteer Dashboard



Causes

Find opportunities in your area of interest

Opportunities

Search all the opportunities from schools in the district

Teams

Create a private or public group to volunteer with others

Schools

Search for a specific school to see what help they need

School Profile

Each school profile includes a list of all current volunteer opportunities posted by the school

Search Opportunities

About

What We've Done Together

We are dedicated to creating well rounded individuals who are educated, competent contributing members of society.

Turner Academy

Education

You're A Fan

30 Fans

3 MATCHING OPPORTUNITIES

CAUSE

I will volunteer with any cause!

Filter By Cause

LOCATION

I am willing to go anywhere to volunteer!

Filter By Location

DATE

I am available to volunteer anytime.

Filter By Dates

TIME

I am available to volunteer anytime.

Filter By Time Slots

Opportunities

School Break Volunteer

test [Learn More](#)

Dallas, TX

Turner Academy | [Save For Later](#)

Jul 12, 2019

1 Hour

178 Needed

I Want To Help!

July Volunteer Help

We are looking for help with our upcoming job fair. [Learn More](#)

Testville, TX

Turner Academy | [Save For Later](#)

Jul 12, 2019

2 Hours

100 Needed

I Want To Help!

Summer Camp

Looking for volunteers to help with our after school camp program! [Learn More](#)

Dallas, TX

Turner Academy | [Save For Later](#)

Jul 12, 2019

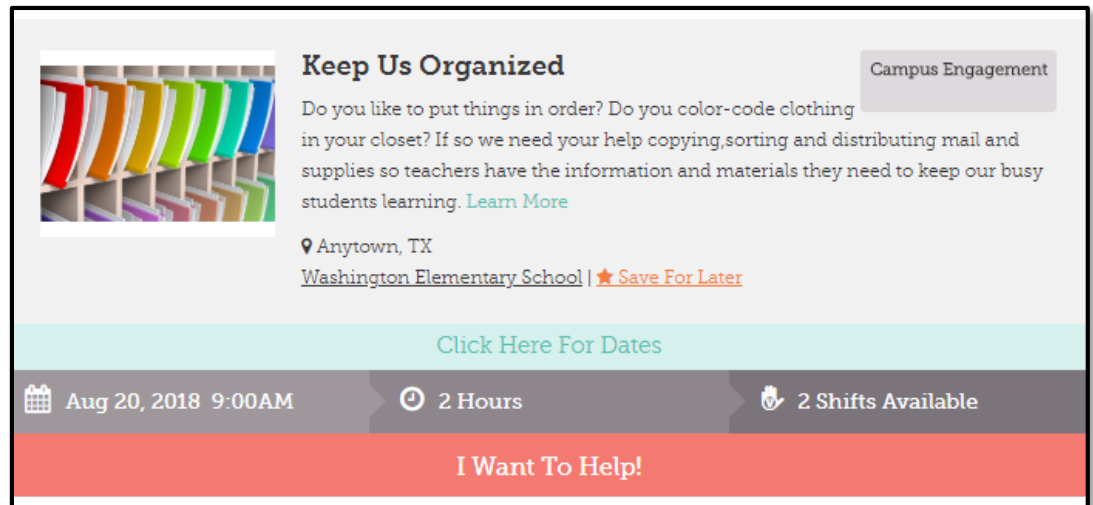
2 Hours

100 Needed

I Want to Help!

Volunteer for an opportunity:

- Click on the name to learn more
- Click “I Want to Help’ to sign up
- Select the days/shifts you are available from the calendar
- Receive a confirmation email



The screenshot shows a volunteer opportunity card. At the top left is a photo of colorful file folders. To the right of the photo is the title "Keep Us Organized" and a category tag "Campus Engagement". Below the title is a description: "Do you like to put things in order? Do you color-code clothing in your closet? If so we need your help copying, sorting and distributing mail and supplies so teachers have the information and materials they need to keep our busy students learning. [Learn More](#)". Below the description is the location "Anytown, TX" and the school name "Washington Elementary School" with a "Save For Later" button. A light blue bar contains the text "Click Here For Dates". Below this is a dark grey bar with three items: a calendar icon followed by "Aug 20, 2018 9:00AM", a clock icon followed by "2 Hours", and a person icon followed by "2 Shifts Available". At the bottom is a red bar with the text "I Want To Help!".

Arriving to Volunteer

- Report to the check in location designated by your school
- Check-in on the VOLY kiosk if required (pictured below)
- Report to your volunteer location

Search for a volunteer by Email Address

Click Opportunity, Volunteer Name and Email Field Headers to Sort

Opportunity	Volunteer ^	Date and Time ^	Email	Hours Logged Today	Check In / Check Out
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Reload

Check in

Search for a volunteer by Email Address

Click Opportunity, Volunteer Name and Email Field Headers to Sort

Opportunity	Volunteer *	Date and Time *	Email	Hours Logged Today	Check In / Check Out
<input type="button" value="Reload"/>					

- Enter your email address to check-in
- If you have preregistered and been approved to volunteer on this date, your assignment will appear
- Click the check-in box

Find Virtual Opportunities

Find Virtual Opportunities under “Find Opportunities”. A filter is available to find Virtual Opportunities quickly and the opportunities will be marked with a yellow “Virtual” label

The screenshot displays the 'Opportunities' page on the Volunteer Now website. On the left sidebar, the 'VIRTUAL VOLUNTEERING' filter is selected, indicated by a white square and the text 'Show me only the virtual opportunities'. The main content area shows a listing for 'Be a Reading Coach!' with a yellow 'VIRTUAL' label circled in red. The listing includes a photo of children, the title 'Be a Reading Coach!', a description 'Be a virtual reading coach for elementary children', a location 'Richardson, TX', and the school 'Aldridge Elementary School'. Below the listing, there is a 'Click Here For Dates' link, a calendar icon, the date 'Sep 01, 2020', a clock icon, '1 Hour', a person icon, and '176 Needed'. A red button at the bottom of the listing says 'I Want To Help!'.

Check In for Virtual Opportunities

- Check into a Virtual Opportunity by going to “My Opportunities” on the Voly dashboard (must be logged into account). Opportunities that you have signed up for will be listed on the calendar and below in the calendar (calendar view and list view).
- In the list view, there will be “**Complete Virtual Volunteering**” button on the opportunity. Click this button to check in.



Volunteer Hours

Navigate to “My Hours” to view all hours recorded from opportunities. You must be checked into an opportunity to receive hours. All hours from Virtual Opportunities can be viewed here as well.

The screenshot shows a user interface with five navigation tabs: "My Applications", "My Opportunities", "My Hours" (which is selected and highlighted with a green underline), "My Teams", and "My Profile". Below the tabs is a section titled "Track Hours" with the subtitle "Track and manage the hours logged." To the right of this section are two green buttons: "Export Hours" and "Log Hours". Below the buttons is a table with the following data:

Date Volunteered	Agency/Opportunity	Hours Logged		
September 01, 2020	Test Virtual	1.00	edit	remove
Total:		1		

Unable to Log In

Check the following:

Are you using the correct...

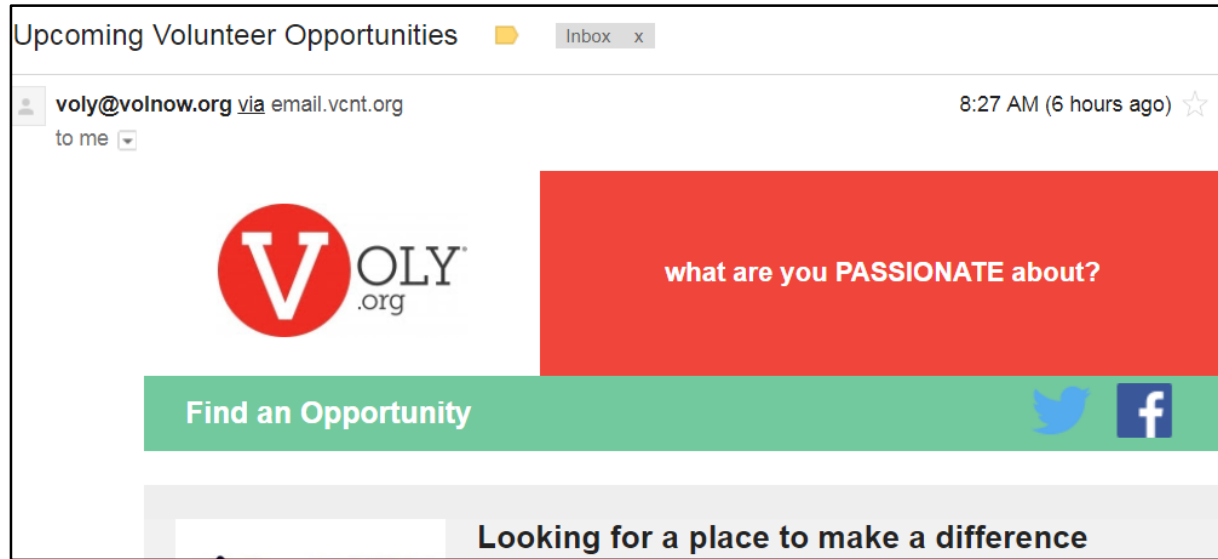
- URL for your school district (Ex: [https://\(mydistrict\).voly.org](https://(mydistrict).voly.org))
- Email
- Password

Helpful Hints:

Passwords are case sensitive.

If you cut and paste a password, be sure there are no extra spaces before or after.

Weekly Reminders



Your volunteer help is important to the success of our students

You will receive an email once a week to remind you of your upcoming opportunities and suggest additional ways you can get involved

Awards

- Some school districts create awards for hours worked.
- To view awards received (if applicable), click on My Profile from your dashboard.
- Then click on the My Awards button on the left.

The screenshot shows the VOLY.org user interface. At the top, there is a navigation bar with the VOLY.org logo and several tabs: My Applications, My Opportunities, My Hours, My Teams, and My Profile (highlighted with a yellow box). Below the navigation bar is a sidebar titled 'MANAGE MY PROFILE' with several options: Edit Profile, View My Public Profile, My Awards (highlighted with a red arrow), Access & Notifications, Causes I Support, My Skills, and My School (highlighted with a yellow box). The main content area is titled 'My Awards' and contains the text 'View all the awards that you have received.' Below this text is a large, light grey heart icon. At the bottom of the main content area, there is a message: 'Sorry, we couldn't find any awards. Try volunteering more to receive awards!'.

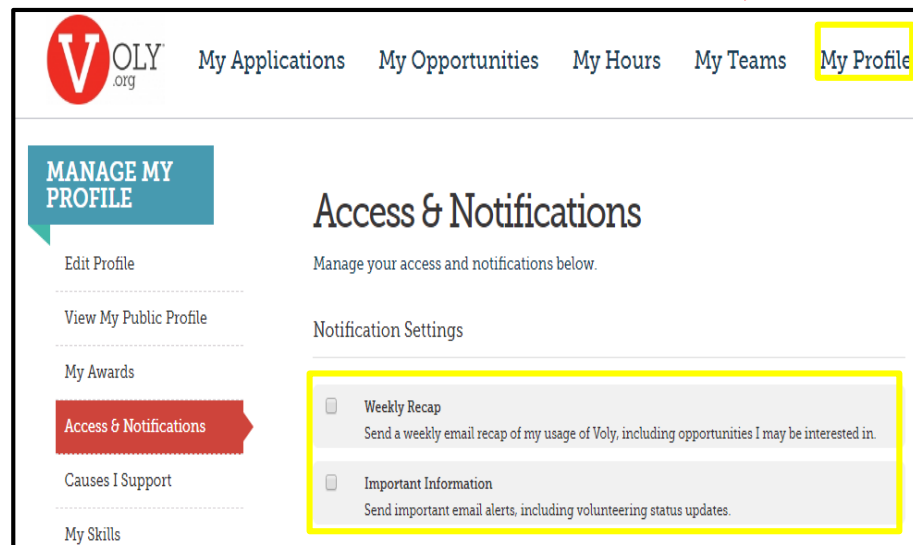
Unsubscribe

From your Dashboard:

- Click on "My Profile"
- Select "Access & Notifications"
- Uncheck the "Weekly Recap" and "Important Information" boxes

From a Voly email:

- Click the unsubscribe link
- This will take you directly to "Access and Notifications"
- Uncheck the "Weekly Recap" and "Important Information" boxes



Thank you

volunteers change

LIVES

COMMUNITIES

PERCEPTIONS

HOMELESSNESS

KIDS

HUNGER

EVERYTHING

PARKS

EDUCATION

UNEMPLOYMENT

FUTURES

HEALTH

VOLUNTEER  NOW