

HOW TO REPORT YOUR VOLUNTEER HOURS:

1. Log-in to your myvolunteerpage.com profile



The screenshot shows the homepage of the Volunteers In Public Schools (VIPS) website. At the top, the VIPS logo is displayed with the tagline "Volunteers In Public Schools" and "Make a difference where it matters most". Below the logo is a navigation menu with tabs for HOME, OPPORTUNITIES, HOURS, REPORTS, CONTACT, and MY PROFILE. The "HOURS" tab is highlighted with a purple circle, and a yellow arrow points to it with the text "Click Here!". Below the navigation menu, the page title reads "Home - Volunteers In Public Schools / East Baton Rouge Parish School System". A welcome message for Tara Schoonover is visible, along with a "News" section containing a message about the school year starting on August 9th. A "Files" section on the right lists various documents such as the 2017-2018 School Calendar and Back to School Open House Invitation.

Click Here!

Once you have logged on to your myvolunteerpage.com profile, click the "hours" tab on the top of your homepage.

2. Select your student from the menu



Volunteers In Public Schools
Make a difference where it matters most

HOME OPPORTUNITIES SCHEDULE **HOURS** REPORTS CONTACT MY PROFILE

Hours [Administrator View](#) [Log Out](#)

Log Hours

Activity
EveryBody Reads
Villa Del Rey, Chaise2, Pre-K
Villa del Rey, Genesis3, First Grade

Date Volunteered Hours Minutes

Most Recent Entries

ACTIVITY	HOURS	DATE VOLUNTEERED	DATE CREATED	STATUS	ACTIONS
White Hills - Zemonte8	3:00	11/11/2016	11/11/2016	Approved	<input type="button" value="View"/>

Click the blue arrows for the drop down menu.
Select the student for which you would like to

click these blue arrows for
drop down menu

3. Select the date for which you are reporting hours. ***NOTE: You are only reporting hours for that specific date, NOT the entire month.***



Hours

? Help ← Switch to Administrator View Log Out

Log Hours

Activity

Villa Del Rey, Chaise2, Pre-K

Show these activities **Recent** Active Inactive

Date Volunteered

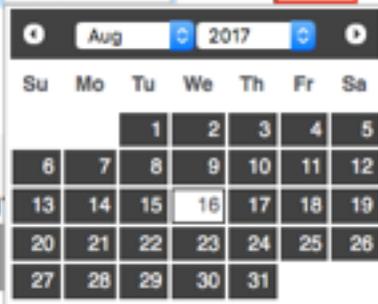
08/16/2017

Hours

0

Minutes

45



Save and Log Another

Save

DATE VOLUNTEERED

DATE CREATED

STATU

monte8

3:00

11/11/2016

11/11/2016

Approv



click here to make calendar appear.

Click the left and right arrows to change the month, and select the date by clicking the cell.

Once you have selected a student from your drop down menu, then select the date for which you are reporting your hours from the calendar

4. Enter your volunteer hours/minutes, NOT the number of visits. **NOTE: Please do not include travel time.**



Hours

? Help ← Switch to Administrator View 🔌 Log Out

Log Hours

Activity

Show these

Date Volunteered Hours Minutes

Input your volunteer minutes or hours for an individual visit with your student here.

Once you are finished with that student, hit the "Save" button.

If you need to enter hours for another day or student, hit "save and log another" and then repeat steps 1-4.

5. Check to make sure your hours are showing

Log Hours

Activity

**You should see your student's hours at the bottom of your page in the "Most recent entries section"
You can hit "view" to view the entry or hit "delete" to delete the entry, if needed.**

Most Recent Entries

ACTIVITY	HOURS	DATE VOLUNTEERED	DATE CREATED	STATUS	ACTIONS
Everybody Reads - Villa Del Rey, Chaise2, Pre-K	0:45	8/16/2017	8/16/2017	Approved	View Delete
White Hills - Zemonte8	3:00	11/11/2016	11/11/2016	Approved	View

Reporting your hours

Frequently Asked Questions

Q: My student was absent, so I read with another student in their class. How do I report this visit?

A: If your student is absent, you should always ask the teacher if you may read with another student for that day. If you read with a different student than you normally do, instead of reporting those hours in your myvolunteerpage.com profile, please email or call us to report hours done with a different student. We will add those to our database.

Q: My student has switched schools and their teacher assigned me a new student. How do I report hours and make sure my new student is updated in the system?

A: Email or call us with the student's name and we will add them to your volunteer profile for you. Once that update is made, you can report hours for the new student like you normally would.

Q: We used to report the number of visits, why are we doing *hours/minutes* now?

A: We are now asking for the numbers of minutes/ hours because that is the way our database system provider has it set and we cannot change it.

Q: When should I report my visits?

A: Visits are still due no later than the 5th of the month. We will still have the monthly newsletter reminder and follow up reminders. However, you can log on to your profile after each visit and report your visits the same day you do them if you prefer.

Reporting your hours Frequently Asked Questions

Q: I log-in/ sign-in at the school, why do I need to report my hours to VIPS?

A: That sign in information is kept internally at the schools. They only report their total number of volunteer hours as a whole, for their school, so we do not see your individual volunteer visits with their report.

Q: Why do I need to report my visits?

A. Reporting your monthly visits each month is the only way VIPS knows you are being an active volunteer. If you do not report visits each month, we have to assume that you are not visiting your student, and will work to rematch your student with a new Reading Friend. VIPS also shares our volunteer impact with the Superintendents' Office through out the school year. This information may also be needed to conduct research during the year, share with other departments within EBRPSS, and for grant writing purposes. The more volunteer hours we have, the more information we have to make a case about why VIPS and its volunteer's make a difference where it matters most.