



Volunteer Now Reference Guide



Volunteer Now Functionality

Purpose

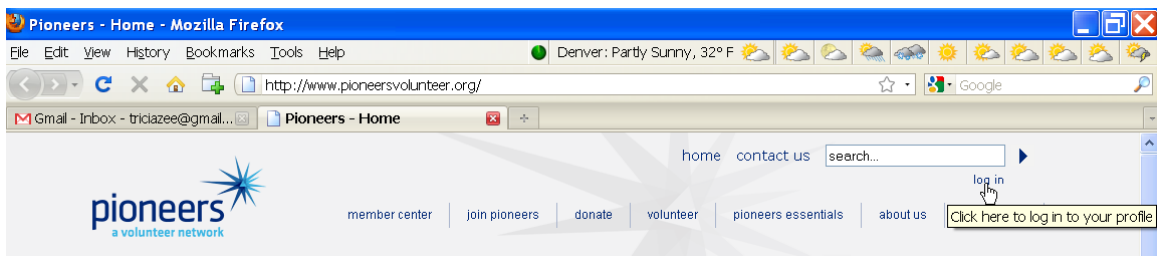
Volunteer now is available to all Pioneers and the general public to provide the following features and abilities:

- ***Search*** to view a list of volunteer project opportunities and the specific details/needs for each project
- ***Sign up for volunteer projects*** with a one-click registration process
- ***Tell your family and friends*** about projects you have signed up for (via e-mail from volunteer now) and encourage them to volunteer as well
- ***Create volunteer projects*** as a volunteer project team leader and submit the project for review and approval. The review and approval process will be completed by specific individuals designated as volunteer project administrators within your group (in other words, your projects are not reviewed and approved/denied by Pioneers headquarters staff)
- ***Create and edit your personal volunteer profile*** to indicate your specific interests, skills and talents, availability, and any other relevant details you would like to provide about yourself. You control how much or how little you would like to be known about yourself and what you can bring to projects as a volunteer
- ***Sign-up for e-mail notifications*** when new projects are approved, where the interests or skills and talents needed for the project match those in your volunteer profile
- ***Track projects you have signed up for*** whether those projects have yet to occur or projects that you volunteered for in the past
- ***Easily report hours worked*** for any project you have volunteered for. Volunteer project team leaders have the additional ability to enter hours for all volunteers who worked on a project for which they are the team leader
- ***Report hours worked*** for any volunteer scenario to which you have given your time that isn't tied to a defined project within volunteer now
- ***Run reports*** to output specific details regarding volunteer projects (available to individuals at a specific level of system access - defined by each group)
- ***Access volunteer resources online*** to assist with frequently asked questions



Access

Volunteer now functionality can be accessed within the Pioneers website at <http://www.pioneersvolunteer.org>. Click the “log in” link in the upper right-hand corner of the home page to get the “web login” screen.



Pioneers Website Home Page

web login

One web login gets you into volunteer now!, Project Connect, and Power Up to Read.

- **volunteer now!** — Search for projects and programs to volunteer for in your local community.
- **Project Connect** — Play a series of 7 web-based learning applications that combine a fun, gaming experience with educational content related to our everyday experiences with the telecommunications industry.
- **Power Up to Read** — Become a tutor using this engaging multimedia program with universally designed features to help all kinds of students learn to read with success. The program includes leading-edge interactive features including animated coaches, multimedia glossaries, and online worklogs to monitor student progress.

log in

If you have an existing Username and Password to either volunteer now!, PALS, Project Connect, or Power Up to Read use those credentials to log in here.

User Name:	<input type="text" value="yourusername"/>
Password:	<input type="password" value="••••••"/>

[Forgot your username or password?](#)

Web login screen



After you have successfully logged in, you will see the “pioneers center” screen. Click the “volunteer now” link.

pioneers center

welcome, patricia - what would you like to do?

Profile Management

- [Become a Pioneer!](#)
Become a member of the world's largest industry-related charitable non-profit volunteer organization!
- [Edit My Profile](#)
Change your contact information.

Pioneer Applications

- [Pioneer Alliance Linkage System \(PALS\)](#)
Manage individuals in your chapter hierarchy.
- [volunteer now!](#)
Create, manage and find Pioneer volunteer opportunities.

The links to the left enable you to navigate to the various areas of functionality within volunteer now:

volunteer now

- project administration
- create project
- report volunteer hours
- search opportunities
- my profile
- tell a friend!
- reports
- technical assistance

volunteer now

about volunteering

We're working on projects all over North America, and we're always looking for new volunteers.

Want to save the planet? Plant trees with Pioneers. Believe in the power of books? Help children learn to read. And if geography's your thing, work with us to bring colorful, large-scale maps to community playgrounds.

Take a look at our current volunteer work including Pioneer-driven Projects and Pioneers Partnerships.

quick search

Enter your city and state to find volunteer opportunities in your area!

Company	No Preference	▼
City	<input type="text"/>	
State/Province	▼	



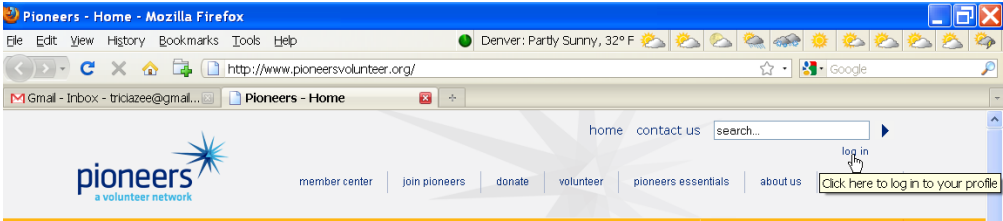
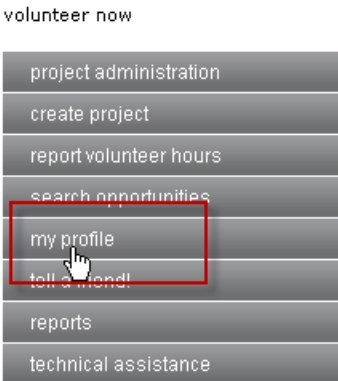
Link Definitions

- ***Project Administration*** is a link that will only be available to specific users with the appropriate user permissions. This will allow those individuals to review projects submitted within their group to either approve or deny the project. Approved projects become available in volunteer now to be located in searches and can be signed up for online. Denied projects can be discussed between the project administrator and the project team leader for further steps.
- ***My Sign Ups*** displays all projects you have ever signed up for in volunteer now. You can report hours for projects as well as cancel your registration for projects in this area of the system.
- ***Create Project*** takes you to the screens where you can enter a new volunteer project and submit that project to your group project administrator for their review and approval.
- ***Record Volunteer Hours*** is where you can report hours worked for any volunteer project in the system that you have signed up for, or report hours for volunteer work that you have done independently.
- ***Search Opportunities*** allows you to search for available volunteer projects that you can then sign up to volunteer for.
- ***My Profile*** is where you can enter (and edit) your specific volunteer interests, your skills and talents, your availability and any other relevant information that you may wish to share as part of your profile.
- ***Volunteer Resources*** displays links to various topics of online help.
- ***Tell a Friend*** gives you the ability to send an e-mail (from volunteer now to family and friends to encourage them to become a volunteer.
- ***Reports*** are available to end-users with the appropriate permissions in volunteer now (who has access is determined by each Pioneer group).





Getting Started - Creating your Volunteer Profile

Every Pioneer member is encouraged to create a volunteer profile for themselves in volunteer now. The profile you create represents what you are interested in volunteering for, what skills and talents you can offer to volunteer projects, and what your availability is to volunteer. You can add additional information if you would like, and can sign up for e-mail notifications for different types of activities within the system.

Step	Action
1.	<p>Open your Internet browser and type in the Pioneers website URL: http://www.pioneersvolunteer.org to reach the website home page. Click the “log in” link in the upper right-hand corner.</p> 
2.	<p>Click “my profile” in the left navigation panel.</p> 

Step	Action																																																
3.	<p>Click the checkboxes that represent your volunteer interests.</p> <div data-bbox="427 590 1149 1010" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>interests</p> <p>Please check all that apply</p> <table border="0"> <tr> <td><input type="checkbox"/> Administrative Support</td> <td><input type="checkbox"/> Humanitarian/Disaster Relief</td> </tr> <tr> <td><input type="checkbox"/> Arts/Culture</td> <td><input type="checkbox"/> Military</td> </tr> <tr> <td><input type="checkbox"/> Child Welfare</td> <td><input type="checkbox"/> Pioneer Leadership</td> </tr> <tr> <td><input type="checkbox"/> Disadvantaged/Underprivileged</td> <td><input type="checkbox"/> Project/Program Planning</td> </tr> <tr> <td><input type="checkbox"/> Education</td> <td><input type="checkbox"/> Social Services</td> </tr> <tr> <td><input type="checkbox"/> Environmental</td> <td><input type="checkbox"/> Special Events</td> </tr> <tr> <td><input type="checkbox"/> Fundraising</td> <td><input type="checkbox"/> Technical/PC</td> </tr> <tr> <td><input type="checkbox"/> Health/Wellness</td> <td></td> </tr> </table> </div>	<input type="checkbox"/> Administrative Support	<input type="checkbox"/> Humanitarian/Disaster Relief	<input type="checkbox"/> Arts/Culture	<input type="checkbox"/> Military	<input type="checkbox"/> Child Welfare	<input type="checkbox"/> Pioneer Leadership	<input type="checkbox"/> Disadvantaged/Underprivileged	<input type="checkbox"/> Project/Program Planning	<input type="checkbox"/> Education	<input type="checkbox"/> Social Services	<input type="checkbox"/> Environmental	<input type="checkbox"/> Special Events	<input type="checkbox"/> Fundraising	<input type="checkbox"/> Technical/PC	<input type="checkbox"/> Health/Wellness																																	
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4.	<p>Click the checkboxes that represent your skills and talents.</p> <div data-bbox="367 1213 1354 1780" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>skills and talents</p> <p>Please check all that apply</p> <table border="0"> <tr> <td><input type="checkbox"/> Accounting</td> <td><input type="checkbox"/> Crafts</td> <td><input type="checkbox"/> Music</td> <td><input type="checkbox"/> Signing</td> </tr> <tr> <td><input type="checkbox"/> Administrative</td> <td><input type="checkbox"/> Data Entry</td> <td><input type="checkbox"/> Nutrition/Health</td> <td><input type="checkbox"/> Social Events</td> </tr> <tr> <td><input type="checkbox"/> Artist</td> <td><input type="checkbox"/> Editing</td> <td><input type="checkbox"/> Organizational</td> <td><input type="checkbox"/> Sports</td> </tr> <tr> <td><input type="checkbox"/> Bi-Lingual</td> <td><input type="checkbox"/> Electrical</td> <td><input type="checkbox"/> Painting</td> <td><input type="checkbox"/> Telephone</td> </tr> <tr> <td><input type="checkbox"/> Carpentry</td> <td><input type="checkbox"/> First Aid</td> <td><input type="checkbox"/> Photography</td> <td><input type="checkbox"/> Theater</td> </tr> <tr> <td><input type="checkbox"/> Ceramics</td> <td><input type="checkbox"/> Fitness/Exercise</td> <td><input type="checkbox"/> Plumbing</td> <td><input type="checkbox"/> Training</td> </tr> <tr> <td><input type="checkbox"/> Clerical/Secretary</td> <td><input type="checkbox"/> Gardening</td> <td><input type="checkbox"/> Power Point</td> <td><input type="checkbox"/> Transportation</td> </tr> <tr> <td><input type="checkbox"/> Clown</td> <td><input type="checkbox"/> Gopher</td> <td><input type="checkbox"/> Project Leadership</td> <td><input type="checkbox"/> Tutoring</td> </tr> <tr> <td><input type="checkbox"/> Computer</td> <td><input type="checkbox"/> Graphics</td> <td><input type="checkbox"/> Public Speaking</td> <td><input type="checkbox"/> Volunteer Management</td> </tr> <tr> <td><input type="checkbox"/> Cooking/Baking</td> <td><input type="checkbox"/> Handyman</td> <td><input type="checkbox"/> Quilting</td> <td><input type="checkbox"/> Wallpaper/Painting</td> </tr> <tr> <td><input type="checkbox"/> Cosmetology</td> <td><input type="checkbox"/> Knitting</td> <td><input type="checkbox"/> Reading</td> <td><input type="checkbox"/> Web Design</td> </tr> <tr> <td><input type="checkbox"/> CPR</td> <td><input type="checkbox"/> Leadership</td> <td><input type="checkbox"/> Sewing</td> <td><input type="checkbox"/> Writing</td> </tr> </table> </div>	<input type="checkbox"/> Accounting	<input type="checkbox"/> Crafts	<input type="checkbox"/> Music	<input type="checkbox"/> Signing	<input type="checkbox"/> Administrative	<input type="checkbox"/> Data Entry	<input type="checkbox"/> Nutrition/Health	<input type="checkbox"/> Social Events	<input type="checkbox"/> Artist	<input type="checkbox"/> Editing	<input type="checkbox"/> Organizational	<input type="checkbox"/> Sports	<input type="checkbox"/> Bi-Lingual	<input type="checkbox"/> Electrical	<input type="checkbox"/> Painting	<input type="checkbox"/> Telephone	<input type="checkbox"/> Carpentry	<input type="checkbox"/> First Aid	<input type="checkbox"/> Photography	<input type="checkbox"/> Theater	<input type="checkbox"/> Ceramics	<input type="checkbox"/> Fitness/Exercise	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Training	<input type="checkbox"/> Clerical/Secretary	<input type="checkbox"/> Gardening	<input type="checkbox"/> Power Point	<input type="checkbox"/> Transportation	<input type="checkbox"/> Clown	<input type="checkbox"/> Gopher	<input type="checkbox"/> Project Leadership	<input type="checkbox"/> Tutoring	<input type="checkbox"/> Computer	<input type="checkbox"/> Graphics	<input type="checkbox"/> Public Speaking	<input type="checkbox"/> Volunteer Management	<input type="checkbox"/> Cooking/Baking	<input type="checkbox"/> Handyman	<input type="checkbox"/> Quilting	<input type="checkbox"/> Wallpaper/Painting	<input type="checkbox"/> Cosmetology	<input type="checkbox"/> Knitting	<input type="checkbox"/> Reading	<input type="checkbox"/> Web Design	<input type="checkbox"/> CPR	<input type="checkbox"/> Leadership	<input type="checkbox"/> Sewing	<input type="checkbox"/> Writing
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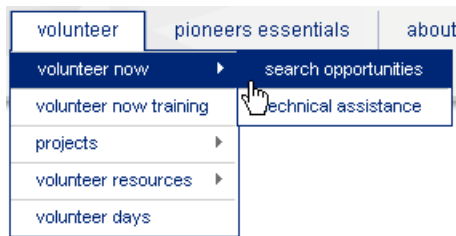
Step	Action
5.	<p>Click the checkboxes that represent your availability to volunteer.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>availability</p> <p>When are you typically available? (please check all that apply)</p> <p> <input type="checkbox"/> Weekday Mornings <input type="checkbox"/> Weekend Mornings <input type="checkbox"/> Weekday Afternoons <input checked="" type="checkbox"/> Weekend Afternoons <input checked="" type="checkbox"/> Weekday Evenings <input type="checkbox"/> Weekend Evenings </p> </div>
6.	<p>Enter any additional information that you wish to share about yourself and what you can bring to volunteering. You can also use this space to indicate special needs if applicable.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>volunteer comments</p> <p>Please indicate any comments that might be beneficial to the project manager.</p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div> </div>
7.	<p>Sign up for e-mail communications from volunteer now, if applicable.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>communications</p> <p>E-mail when a project has been submitted for Administrative Review. <input type="text" value=""/> <input type="button" value="v"/></p> <p>E-mail when an individual has volunteered for a project for which I am either the Owner or Leader. <input type="text" value=""/> <input type="button" value="v"/></p> <p>E-mail me when a new project in my Chapter, Club, or Council matches my Interests, Skills and Talents, or Availability. <input type="text" value=""/> <input type="button" value="v"/></p> <p>E-mail me a reminder the day before I have a volunteer commitment. <input type="text" value=""/> <input type="button" value="v"/></p> <p>E-mail me a reminder to record my hours after a volunteer project has concluded. <input type="text" value=""/> <input type="button" value="v"/></p> </div>

Step	Action
8.	<p>Once you have filled in the details for your volunteer profile, click the <Save Changes> button at the bottom of the screen.</p> 
9.	<p>Volunteer now will confirm that your profile has been saved. You can edit your profile at any time by repeating steps 1-9. <i>To remove an item from your profile, simply uncheck the box or delete the text.</i></p> 


Search for volunteer opportunities

One of the key exciting features that volunteer now offers is the ability to search the system to identify volunteer projects that are available for you to sign up for and participate in. This section illustrates how to search for and sign up for volunteer projects.

You do not have to log in to search for projects. If you choose not to log in, you can access the “Quick Search” screen on the Pioneers website home page by navigating to volunteer > volunteer now > search opportunities.



The following steps illustrate how to search for projects using the “Quick Search” screen or the “Advanced Search” screen.

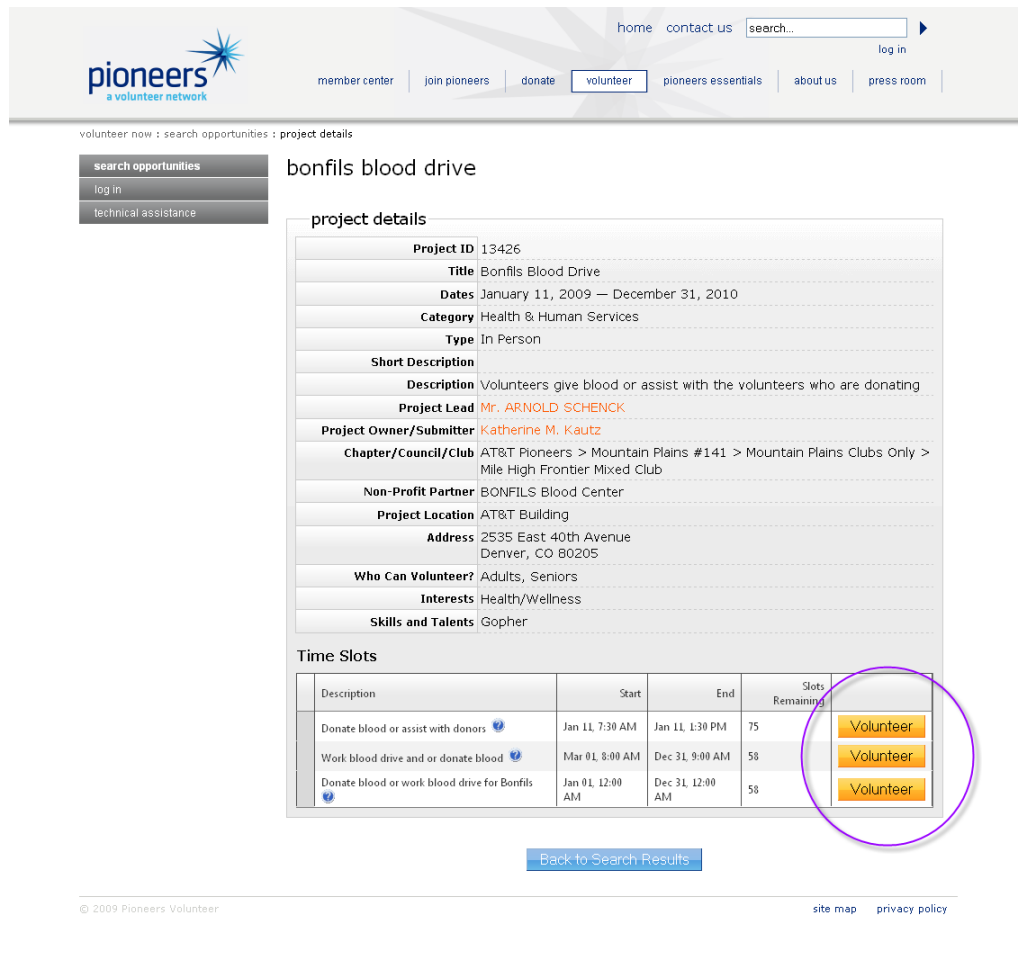
Step	Action
1.	<p>To search for volunteer projects using the “quick search” screen, select a company (Pioneer Group), type in the name of the City you wish to search within (or leave the City field blank to search ALL cities), select a State/Province, and click the “Search” button.</p> <p>search volunteer opportunities</p> 

Step	Action																																																																													
2.	<p data-bbox="370 575 1321 684">When the search results display volunteer projects that meet your criteria, you can click the “view” button to see full details of a specific project.</p> <table border="1" data-bbox="370 722 1382 1583"> <thead> <tr> <th>Date</th> <th>Title</th> <th>Category</th> <th>City/State</th> <th>Recurring</th> <th>Description</th> <th>View</th> </tr> </thead> <tbody> <tr> <td>1/11/2009 - 12/31/2010</td> <td>Bonfils Blood Drive</td> <td>Health & Human Services</td> <td>Denver, CO</td> <td>No</td> <td>Bonfils Blood Drive</td> <td>View</td> </tr> <tr> <td>10/17/2009 - 12/31/2010</td> <td>Channel 9 Health Fair</td> <td>Health & Human Services</td> <td>Denver, CO</td> <td>No</td> <td>Assist where needed at Health Fair</td> <td>View</td> </tr> <tr> <td>2/1/2009 - 12/31/2010</td> <td>Denver International Airport</td> <td>Health & Human Services</td> <td>Denver, CO</td> <td>No</td> <td>Denver International Airport</td> <td>View</td> </tr> <tr> <td>1/1/2010 - 12/31/2010</td> <td>Denver Rescue Mission</td> <td>Health & Human Services</td> <td>Denver, CO</td> <td>No</td> <td>Collect donated items & deliver to Mission</td> <td>View</td> </tr> <tr> <td>10/1/2009 - 12/31/2010</td> <td>Greeting Cards for St. Jude's</td> <td>Health & Human Services</td> <td>Denver, CO</td> <td>No</td> <td>Box & Mail Fronts of Greeting Cards</td> <td>View</td> </tr> <tr> <td>1/1/2009 - 12/31/2010</td> <td>Hug-a-Bears</td> <td>Health & Human Services</td> <td>Denver, CO</td> <td>No</td> <td>Hug-a-Bears</td> <td>View</td> </tr> <tr> <td>1/1/2010 - 12/31/2010</td> <td>Meals on Wheels</td> <td>Health & Human Services</td> <td>Denver, CO</td> <td>No</td> <td>Volunteers deliver meals to senior citizens</td> <td>View</td> </tr> <tr> <td>1/1/2009 - 12/31/2010</td> <td>MHFC Financials</td> <td>Pioneer General Activities</td> <td>Northglenn, CO</td> <td>No</td> <td>MHFC Financials</td> <td>View</td> </tr> <tr> <td>2/1/2009 - 12/31/2010</td> <td>Mt. Plains Chapter Financials</td> <td>Pioneer General Activities</td> <td>Denver, CO</td> <td>No</td> <td>Mt. Plains Chapter Financials</td> <td>View</td> </tr> <tr> <td>3/1/2009 - 12/31/2010</td> <td>Mt. Plains Chapter Membership</td> <td>Pioneer General Activities</td> <td>Northglenn, CO</td> <td>No</td> <td>Update Membership Data Base & Pull Reports</td> <td>View</td> </tr> </tbody> </table> <p data-bbox="370 1541 597 1583"> « < 1 2 3 > » </p> <p data-bbox="1179 1541 1382 1583">21 items in 3 pages</p> <p data-bbox="781 1604 971 1633" style="text-align: center;">Back to Search</p> <p data-bbox="370 1675 1370 1780">Depending on the search criteria, you may get back multiple pages of results. At the bottom of the screen, you can navigate to each page using the arrows or page numbers.</p>	Date	Title	Category	City/State	Recurring	Description	View	1/11/2009 - 12/31/2010	Bonfils Blood Drive	Health & Human Services	Denver, CO	No	Bonfils Blood Drive	View	10/17/2009 - 12/31/2010	Channel 9 Health Fair	Health & Human Services	Denver, CO	No	Assist where needed at Health Fair	View	2/1/2009 - 12/31/2010	Denver International Airport	Health & Human Services	Denver, CO	No	Denver International Airport	View	1/1/2010 - 12/31/2010	Denver Rescue Mission	Health & Human Services	Denver, CO	No	Collect donated items & deliver to Mission	View	10/1/2009 - 12/31/2010	Greeting Cards for St. Jude's	Health & Human Services	Denver, CO	No	Box & Mail Fronts of Greeting Cards	View	1/1/2009 - 12/31/2010	Hug-a-Bears	Health & Human Services	Denver, CO	No	Hug-a-Bears	View	1/1/2010 - 12/31/2010	Meals on Wheels	Health & Human Services	Denver, CO	No	Volunteers deliver meals to senior citizens	View	1/1/2009 - 12/31/2010	MHFC Financials	Pioneer General Activities	Northglenn, CO	No	MHFC Financials	View	2/1/2009 - 12/31/2010	Mt. Plains Chapter Financials	Pioneer General Activities	Denver, CO	No	Mt. Plains Chapter Financials	View	3/1/2009 - 12/31/2010	Mt. Plains Chapter Membership	Pioneer General Activities	Northglenn, CO	No	Update Membership Data Base & Pull Reports	View
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Step	Action
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3. After clicking the “view” button on the search results screen, the full project details will display for the project you chose to view. If you want to sign up to volunteer for any project that you view, click the “volunteer” button next to the appropriate timeslot to sign up.

Please note: if you are not logged in at the time you click the “volunteer” button, you will be prompted to log in so that your registration for the project can be appropriately captured on your Pioneer record and within the project.



volunteer now : search opportunities : project details

bonfils blood drive

project details











Project ID	13426
Title	Bonfils Blood Drive
Dates	January 11, 2009 — December 31, 2010
Category	Health & Human Services
Type	In Person
Short Description	
Description	Volunteers give blood or assist with the volunteers who are donating
Project Lead	Mr. ARNOLD SCHENCK
Project Owner/Submitter	Katherine M. Kautz
Chapter/Council/Club	AT&T Pioneers > Mountain Plains #141 > Mountain Plains Clubs Only > Mile High Frontier Mixed Club
Non-Profit Partner	BONFILS Blood Center
Project Location	AT&T Building
Address	2535 East 40th Avenue Denver, CO 80205
Who Can Volunteer?	Adults, Seniors
Interests	Health/Wellness
Skills and Talents	Gopher

Time Slots








Description	Start	End	Slots Remaining	
Donate blood or assist with donors	Jan 11, 7:30 AM	Jan 11, 1:30 PM	75	Volunteer
Work blood drive and or donate blood	Mar 01, 8:00 AM	Dec 31, 9:00 AM	58	Volunteer
Donate blood or work blood drive for Bonfils	Jan 01, 12:00 AM	Dec 31, 12:00 AM	58	Volunteer

[Back to Search Results](#)

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Step	Action																				
3a.	<p>The screen will refresh and confirm that you have signed up for that specific project, in that specific timeframe.</p> <div data-bbox="365 682 1377 982" style="border: 1px solid gray; padding: 5px;"> <p>Time Slots</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Start</th> <th>End</th> <th>Slots Remaining</th> <th></th> </tr> </thead> <tbody> <tr> <td>Donate blood or assist with donors </td> <td>Jan 11, 7:30 AM</td> <td>Jan 11, 1:30 PM</td> <td>75</td> <td>Volunteer</td> </tr> <tr> <td>Work blood drive and or donate blood </td> <td>Mar 01, 8:00 AM</td> <td>Dec 31, 9:00 AM</td> <td>58</td> <td>Volunteer</td> </tr> <tr> <td>Donate blood or work blood drive for Bonfils </td> <td>Jan 01, 12:00 AM</td> <td>Dec 31, 12:00 AM</td> <td>57</td> <td><i>You have signed up for this time slot.</i></td> </tr> </tbody> </table> </div>	Description	Start	End	Slots Remaining		Donate blood or assist with donors 	Jan 11, 7:30 AM	Jan 11, 1:30 PM	75	Volunteer	Work blood drive and or donate blood 	Mar 01, 8:00 AM	Dec 31, 9:00 AM	58	Volunteer	Donate blood or work blood drive for Bonfils 	Jan 01, 12:00 AM	Dec 31, 12:00 AM	57	<i>You have signed up for this time slot.</i>
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Donate blood or work blood drive for Bonfils 	Jan 01, 12:00 AM	Dec 31, 12:00 AM	57	<i>You have signed up for this time slot.</i>																	
3b.	<p>At this point, you can go back and search for additional projects by clicking the “Back to Search Results” button to view other projects that came up in your search. If you are done in volunteer now, you can log out.</p> <div data-bbox="613 1243 927 1312" style="text-align: center;"> <p>Back to Search Results</p>  </div>																				

To search for volunteer projects using the “Advanced Search” screen, you will need to log in to the system. The steps below illustrate how to use this screen to search for volunteer projects.

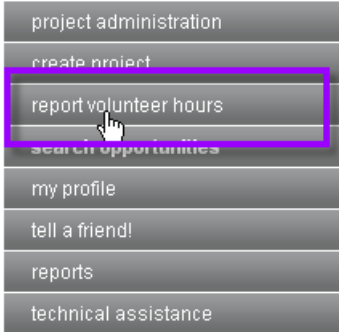
Step	Action																		
1.	<p data-bbox="354 611 1373 680">After logging in to volunteer now, click the “search opportunities” link to the left to access the “advanced search” screen.</p> <div data-bbox="526 722 846 1081" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p style="text-align: center; margin: 0;">volunteer now</p> <ul style="list-style-type: none"> <li style="background-color: #444; color: white; padding: 2px 5px; margin-bottom: 2px;">project administration <li style="background-color: #444; color: white; padding: 2px 5px; margin-bottom: 2px;">create project <li style="background-color: #444; color: white; padding: 2px 5px; margin-bottom: 2px;">report volunteer hours <li style="background-color: #444; color: white; padding: 2px 5px; margin-bottom: 2px; border: 2px solid purple;">search opportunities  <li style="background-color: #444; color: white; padding: 2px 5px; margin-bottom: 2px;">my profile <li style="background-color: #444; color: white; padding: 2px 5px; margin-bottom: 2px;">tell a friend! <li style="background-color: #444; color: white; padding: 2px 5px; margin-bottom: 2px;">reports <li style="background-color: #444; color: white; padding: 2px 5px;">technical assistance </div> <div data-bbox="363 1123 1403 1860" style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p style="margin: 0;">advanced search</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Project ID</td> <td><input type="text"/></td> </tr> <tr> <td>Project Title</td> <td><input type="text"/></td> </tr> <tr> <td>Project Category</td> <td><input type="text" value="v"/></td> </tr> <tr> <td>Project Type</td> <td><input type="text" value="v"/></td> </tr> <tr> <td>Non-Profit Partner</td> <td><input type="text"/></td> </tr> <tr> <td>Who Can Volunteer?</td> <td> <input type="checkbox"/> Kids <input type="checkbox"/> Teens <input type="checkbox"/> Adults <input type="checkbox"/> Seniors <input type="checkbox"/> Groups <input type="checkbox"/> Anyone </td> </tr> <tr> <td>Project Dates</td> <td> On or After <input type="text"/>  and On or Before <input type="text"/>  </td> </tr> <tr> <td>Project Location</td> <td> City <input type="text"/> State/Province <input type="text" value="v"/> Zip/Postal Code <input type="text"/> </td> </tr> <tr> <td>Organization</td> <td>Company <input type="text" value="All Companies"/> <input type="text" value="v"/></td> </tr> </table> <p style="text-align: center; margin-top: 10px;"><input type="button" value="Search"/></p> </div>	Project ID	<input type="text"/>	Project Title	<input type="text"/>	Project Category	<input type="text" value="v"/>	Project Type	<input type="text" value="v"/>	Non-Profit Partner	<input type="text"/>	Who Can Volunteer?	<input type="checkbox"/> Kids <input type="checkbox"/> Teens <input type="checkbox"/> Adults <input type="checkbox"/> Seniors <input type="checkbox"/> Groups <input type="checkbox"/> Anyone	Project Dates	On or After <input type="text"/>  and On or Before <input type="text"/> 	Project Location	City <input type="text"/> State/Province <input type="text" value="v"/> Zip/Postal Code <input type="text"/>	Organization	Company <input type="text" value="All Companies"/> <input type="text" value="v"/>
Project ID	<input type="text"/>																		
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Organization	Company <input type="text" value="All Companies"/> <input type="text" value="v"/>																		

Step	Action
1a.	<p>You can enter a value in each of the fields or leave the fields blank. <i>At a minimum</i> it is recommended that you enter at least a date range (Project Dates) and an Organization. The more detail you enter, the more finite your search results will be.</p> <ul style="list-style-type: none"> • Project ID - search by the volunteer project ID number (if known) or leave blank • Project Title - enter the title (if known) • Project Category - select an appropriate category (or leave blank) • Project Type - select a project type (or leave blank) • Non-Profit Partner - if you are seeking projects in the system that are in partnership with a specific non-profit organization, select that organization in this list (or leave blank) • Who Can Volunteer? - select one or more options as appropriate (or leave blank) • Project Dates - enter a range of dates for the timeframe within which you wish to volunteer your time • Project Location - filter the volunteer projects by narrowing down the location by entering in a City, State/Province, and Zip/Postal Code (or leave these fields blank) • Organization - Select the Pioneer group you wish to volunteer with/for (i.e. AT&T, Qwest, New Outlook, Verizon, Canada) • Click the <Search> button to activate the search for projects in volunteer now that meet your search criteria.
2.	<p>The results of your search will display. If your search turns up zero matches, you can search again by repeating the process in Steps 1 and 1b with different search criteria.</p> <p>To view the details of a project and to sign up for a project, follow the steps previously illustrated on pages 12 and 13.</p>



Report Volunteer Hours

At any time you can review the volunteer projects that you have signed up for whether that project has already taken place or the project is coming up at a future date. Once a project has taken place, you can also report your individual hours. *Please note:* you do need to be logged in to the system in order to see these details.

Step	Action
1.	<p>Click the "Report Volunteer Hours" link. This will direct you to the screen.</p>  A screenshot of a vertical navigation menu with several items: "project administration", "create project", "report volunteer hours", "search opportunities", "my profile", "tell a friend!", "reports", and "technical assistance". The "report volunteer hours" item is highlighted with a purple rectangular border, and a mouse cursor is pointing at it.

Step	Action
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- The first section of the “report volunteer hours” screen will display a list of projects you have signed up for in volunteer now. To report your hours for these projects, click into the “Hours” field and type in the number of hours you worked. Click into the “Units” field and enter the number of units completed (if applicable, for example you completed 3 military care kits). Click the “Report Hours” button to save your entries.

After you report your hours, this project information will move down into the section entitled “projects you signed up for in pals” where you can report additional hours if needed.

report volunteer hours

report hours for your most recent projects

Project	Location	Begin Time	End Time	Description	Hours	Units	
Bonfils Blood Drive	AT&T Building	1/1/2010 12:00:00 AM	12/31/2010 12:00:00 AM	Donate blood or work blood drive for Bonfils	<input type="text" value="6"/>	<input type="text" value="2"/>	Report Hours
Sparkins Support for Soldiers and Their Families	Atlanta Marriott Marquis, Grand Ballroom A, B, C, D	2/27/2010 1:00:00 AM	2/27/2010 2:30:00 PM	Packing Comfort Kits for Military Deployed Overseas	<input type="text"/>	<input type="text"/>	Report Hours
Channel 9 Health Fair	Varies	10/17/2009 12:00:00 AM	10/18/2009 12:00:00 AM	Volunteers assist when & where needed at a Health Fair	<input type="text"/>	<input type="text"/>	Report Hours

- The second section of this screen displays projects you have signed up for where your hours have been previously reported. To view the details for any of the projects listed here, you can click on the project title to open the details screen.

projects you signed up for in pals

The following list reflects projects that you have signed up to volunteer for. You may continue to report and/or change your hours as necessary until the project team leader has closed the project.

- ▶ bonfils blood drive
- ▶ co mile high council
- ▶ irish test project 2 8/2/2009
- ▶ sparkins support for soldiers and their families
- ▶ sparkins support for soldiers and their families
- ▶ channel 9 health fair
- ▶ irish test project 2 8/2/2009
- ▶ ne - beeping easter egg hunt
- ▶ give back without leaving the office
- ▶ adopt a flower bed, trail or park
- ▶ test project - alliant pioneer volunteers
- ▶ ats test

Step	Action
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After you open the project, scroll to the bottom of the details screen and click the “report hours” button to enter additional hours worked for that specific project.

▼ co mile high council

Project ID	16750
Title	CO Mile High Council
Dates	January 15, 2010 — December 17, 2010
Category	Pioneer General Activities
Type	In Person
Short Description	Lap Robes
Description	Expansive description
Project Lead	Barbara A. Palmer
Project Owner/Submitter	Ms. Patricia Zimmerman
Chapter/Council/Club	Qwest Pioneers > COLORADO #8 > Auraria Council
Project Location	Various
Address	Various Denver, CO 80202

Time Slots

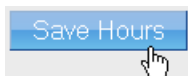
	Description	Start	End	Hours Reported	
>	Cutting out patterns	Jan 21, 2:00 PM	Dec 16, 5:00 PM	5	Cancel

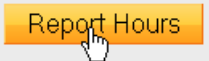
Report Hours


2b. Individual Volunteer Hours and Units

Volunteer	E-mail	City, State/Province	Hours Reported	Units Completed
Ms. Patricia Zimmerman	tzimmerman@pioneersvolunteer.org	Aurora, CO	5	1

After entering additional hours, scroll to the bottom of the screen and click the “save hours” button.



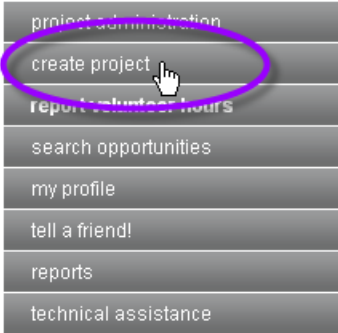
Step	Action
2c.	<p>The third section of this screen displays volunteer projects or activities that you participate in where the project has already taken place, or it is an independent activity that you participate in. An example of this might be that you work at your local homeless shelter every Saturday morning, which isn't a project in volunteer now, but you want to have your hours recognized.</p> <p>If the project is one that you have already entered in "other volunteer projects" to report hours, click on the title to open up the details screen and add hours.</p> <p>If the project or activity does not exist, click the "Report Project Details and Participation Hours" button at the bottom of the screen to enter the details.</p> <div data-bbox="370 1066 1287 1581" style="border: 1px solid #ccc; padding: 10px;"> <p>other volunteer projects</p> <p>This section reflects projects and hours you are reporting <i>after the project has already taken place</i>. These projects were NOT in the system prior to their occurrence. You can record details and hours for past projects that were a group effort, or an independent effort (for example, you volunteered on your own at your local soup kitchen and wish to receive credit for those hours).</p> <p>Show projects which will occur or have occurred... at any point in the past or future (all projects). ▾</p> <ul style="list-style-type: none"> ▸ denver rescue mission ▸ pais denver ▸ pioneers hq military care kit packages ▸ soup kitchen ▸ soup kitchen volunteering ▸ test project trish zimmerman <p style="text-align: center;">Report Project Details and Participation Hours</p> </div>
2d.	<p>To report hours in the "other volunteer projects" section, after you have opened up the appropriate project, scroll to the bottom of the screen and click the "Report Hours" button.</p> <div data-bbox="643 1772 850 1831" style="text-align: center;">  </div>

Step	Action										
2e.	<p data-bbox="344 611 1474 720">Enter the “hours worked” and “Units Completed” (if applicable). If there are existing hours or units that were previously entered, you will need to add your additional hours and units to the existing numbers.</p> <p data-bbox="344 758 1481 867">For example, the previous hours reported in the screen shot below at 5. If you worked an additional 5 hours, then you would click into the “Hours Worked” field and update the value to 10 to reflect the current total hours worked.</p> <div data-bbox="354 919 1481 1167" style="border: 1px solid #ccc; padding: 5px;"> <p data-bbox="396 911 618 940">volunteer hours</p> <p data-bbox="370 959 1396 1016">You may use this space to record not only your own hours, but those of other volunteers for whom you have been asked to report.</p> <table border="1" data-bbox="370 1035 1461 1125"> <thead> <tr> <th data-bbox="370 1035 526 1071">Volunteer</th> <th data-bbox="526 1035 886 1071">E-mail</th> <th data-bbox="886 1035 1032 1071">City/State</th> <th data-bbox="1032 1035 1224 1071">Hours Worked</th> <th data-bbox="1224 1035 1461 1071">Units Completed</th> </tr> </thead> <tbody> <tr> <td data-bbox="370 1071 526 1125">Ms. Patricia Zimmerman</td> <td data-bbox="526 1071 886 1125">tzimmerman@pioneersvolunteer.org</td> <td data-bbox="886 1071 1032 1125">Aurora, CO</td> <td data-bbox="1032 1071 1224 1125" style="text-align: center;">5.00</td> <td data-bbox="1224 1071 1461 1125" style="text-align: center;">0.00</td> </tr> </tbody> </table> </div>	Volunteer	E-mail	City/State	Hours Worked	Units Completed	Ms. Patricia Zimmerman	tzimmerman@pioneersvolunteer.org	Aurora, CO	5.00	0.00
Volunteer	E-mail	City/State	Hours Worked	Units Completed							
Ms. Patricia Zimmerman	tzimmerman@pioneersvolunteer.org	Aurora, CO	5.00	0.00							
2f.	<p data-bbox="344 1243 1471 1314">When your entries are completed, scroll to the bottom of the screen and click the “Save Hours and Units Data” button.</p> <div data-bbox="511 1360 865 1430" style="text-align: center;">  </div>										

Create Volunteer Projects in volunteer now

All projects created in volunteer now will undergo a review process by the appropriate individual designated for project review within a specific Chapter, Council, or Club. Once a project is approved, that project will then be searchable in volunteer now and individuals can sign up to volunteer for that project as well.

The details below illustrate the process to create volunteer projects in volunteer now.

Step	Action
1.	Click the “Create Project” link in the left navigation panel. 
2.	Enter in the project details. Note that the fields that are labeled in “gold” are required fields, all others are optional.

volunteer now > create project

- project administration
- create project**
- report volunteer hours
- search opportunities
- my profile
- my a blend
- reports
- technical assistance

create a new project

Project Title	<input type="text"/>
Project Category	<input type="text"/>
Project Type	<input type="text"/>
Short Description	<input type="text"/>
Description	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Description</p> <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div> <p style="text-align: right;">Font Name - Real FC</p> <p style="text-align: left;">Design HTML Preview</p> </div>
Non-Profit Partner	<input type="text"/> Other: <input type="text"/>
Project Lead	Ms. Patricia Zimmerm Change Project Lead
Chapter/Council/Club	Company: <input type="text"/> Chapter: <input type="text"/> Council: <input type="text"/> Club: <input type="text"/>
Visibility	<input checked="" type="radio"/> Public <input type="radio"/> Private <small>Note: Public projects will be available for sign-up from anyone in the system. Private projects will only be visible to individuals in the same company, chapter, council, or club as you.</small>
Project Location	e.g., Georgia Dome, Georgia Washington High School, etc.
Address	<input type="text"/>
City, State/Province, Zip	<input type="text"/> <input type="text"/> <input type="text"/>
Who Can Volunteer?	<input type="checkbox"/> Kids <input type="checkbox"/> Teens <input type="checkbox"/> Adults <input type="checkbox"/> Seniors <input type="checkbox"/> Groups <input type="checkbox"/> Anyone
Interests	<small>Interests will be used to help match potential volunteers. Please choose at least one interest that applies to this project.</small> <input type="checkbox"/> Administrative Support <input type="checkbox"/> Humanitarian/Disaster Relief <input type="checkbox"/> Arts/Culture <input type="checkbox"/> Military <input type="checkbox"/> Child Welfare <input type="checkbox"/> Pioneer Leadership <input type="checkbox"/> Disadvantaged/Underprivileged <input type="checkbox"/> Project/Program Planning <input type="checkbox"/> Education <input type="checkbox"/> Social Services <input type="checkbox"/> Environmental <input type="checkbox"/> Special Events <input type="checkbox"/> Fundraising <input type="checkbox"/> Technical/PC <input type="checkbox"/> Health/Wellness
Skills and Talents	<small>Skills and Talents will be used to help match potential volunteers. Please choose at least one skill/talent that applies to this project.</small> <input type="checkbox"/> Accounting <input type="checkbox"/> Crafts <input type="checkbox"/> Music <input type="checkbox"/> Signing <input type="checkbox"/> Administrative <input type="checkbox"/> Data Entry <input type="checkbox"/> Nutrition/Health <input type="checkbox"/> Social Events <input type="checkbox"/> Artist <input type="checkbox"/> Editing <input type="checkbox"/> Organizational <input type="checkbox"/> Sports <input type="checkbox"/> Bi-Lingual <input type="checkbox"/> Electrical <input type="checkbox"/> Painting <input type="checkbox"/> Telephone <input type="checkbox"/> Carpentry <input type="checkbox"/> First Aid <input type="checkbox"/> Photography <input type="checkbox"/> Theater <input type="checkbox"/> Ceramics <input type="checkbox"/> Fitness/Exercise <input type="checkbox"/> Plumbing <input type="checkbox"/> Training <input type="checkbox"/> Clerical/Secretary <input type="checkbox"/> Gardening <input type="checkbox"/> Power Point <input type="checkbox"/> Transportation <input type="checkbox"/> Clown <input type="checkbox"/> Sopher <input type="checkbox"/> Project Leadership <input type="checkbox"/> Tutoring <input type="checkbox"/> Computer <input type="checkbox"/> Graphics <input type="checkbox"/> Public Speaking <input type="checkbox"/> Volunteer Management <input type="checkbox"/> Cooking/Baking <input type="checkbox"/> Handyman <input type="checkbox"/> Quilting <input type="checkbox"/> Wallpaper/Painting <input type="checkbox"/> Cosmetology <input type="checkbox"/> Knitting <input type="checkbox"/> Reading <input type="checkbox"/> Web Design <input type="checkbox"/> CPR <input type="checkbox"/> Leadership <input type="checkbox"/> Sewing <input type="checkbox"/> Writing

[Save and Continue](#)

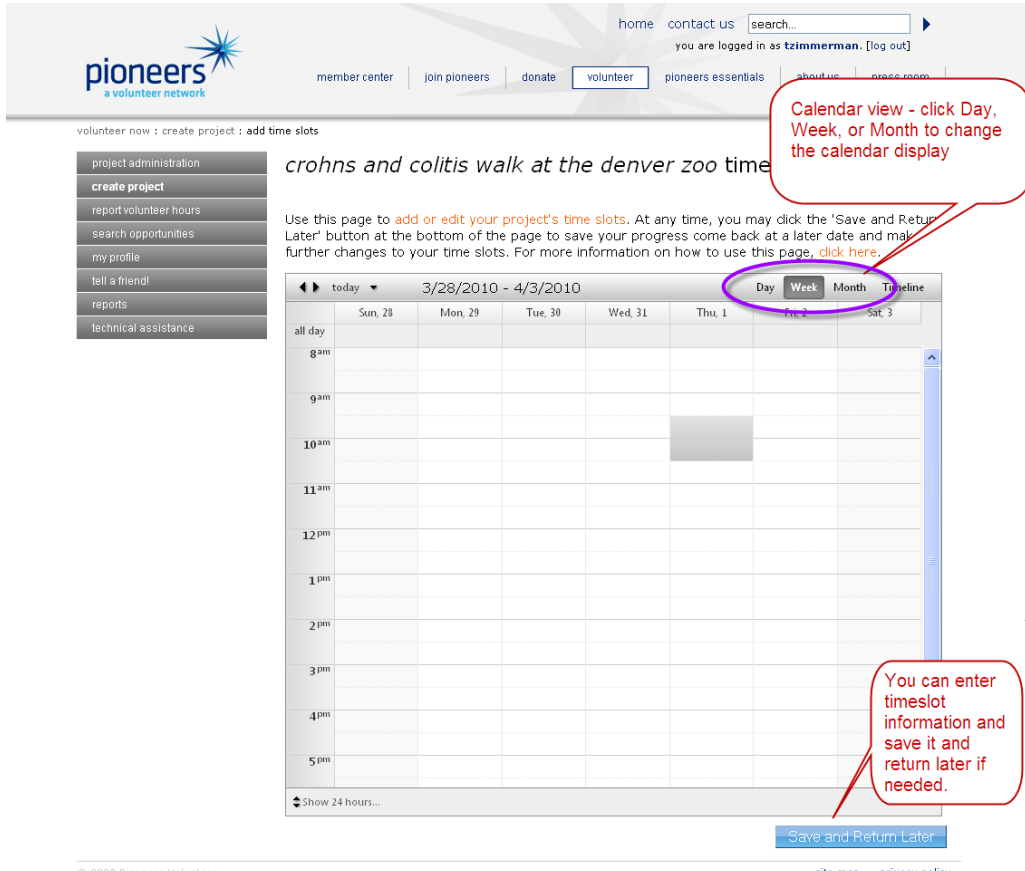
Step	Action										
3.	<p>Enter the following required information:</p> <ul style="list-style-type: none"> • Project Title • Project Category • Project Type • Short Description • Description <div data-bbox="363 730 1382 1493"> <table border="1"> <tr> <td style="background-color: #f4a460;">Project Title</td> <td>Enter your project title here</td> </tr> <tr> <td style="background-color: #f4a460;">Project Category</td> <td><input type="text"/></td> </tr> <tr> <td style="background-color: #f4a460;">Project Type</td> <td><input type="text"/></td> </tr> <tr> <td style="background-color: #f4a460;">Short Description</td> <td>Enter a short description of the project</td> </tr> <tr> <td style="background-color: #f4a460;">Description</td> <td> <div data-bbox="610 894 1382 1461"> <p>Enter as much detail as needed in this long description text box. You can format your text by bolding, <i>italicizing</i>, <u>underlining</u>, changing font colors, changing the font type, or changing the font size.</p> </div> </td> </tr> </table> </div>	Project Title	Enter your project title here	Project Category	<input type="text"/>	Project Type	<input type="text"/>	Short Description	Enter a short description of the project	Description	<div data-bbox="610 894 1382 1461"> <p>Enter as much detail as needed in this long description text box. You can format your text by bolding, <i>italicizing</i>, <u>underlining</u>, changing font colors, changing the font type, or changing the font size.</p> </div>
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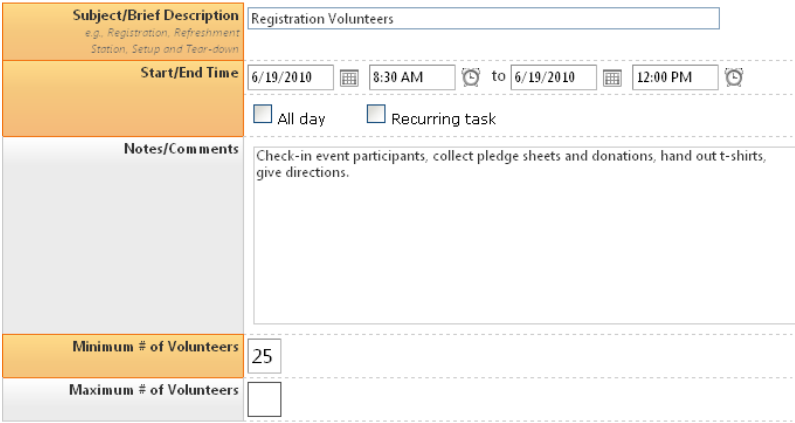

Step	Action
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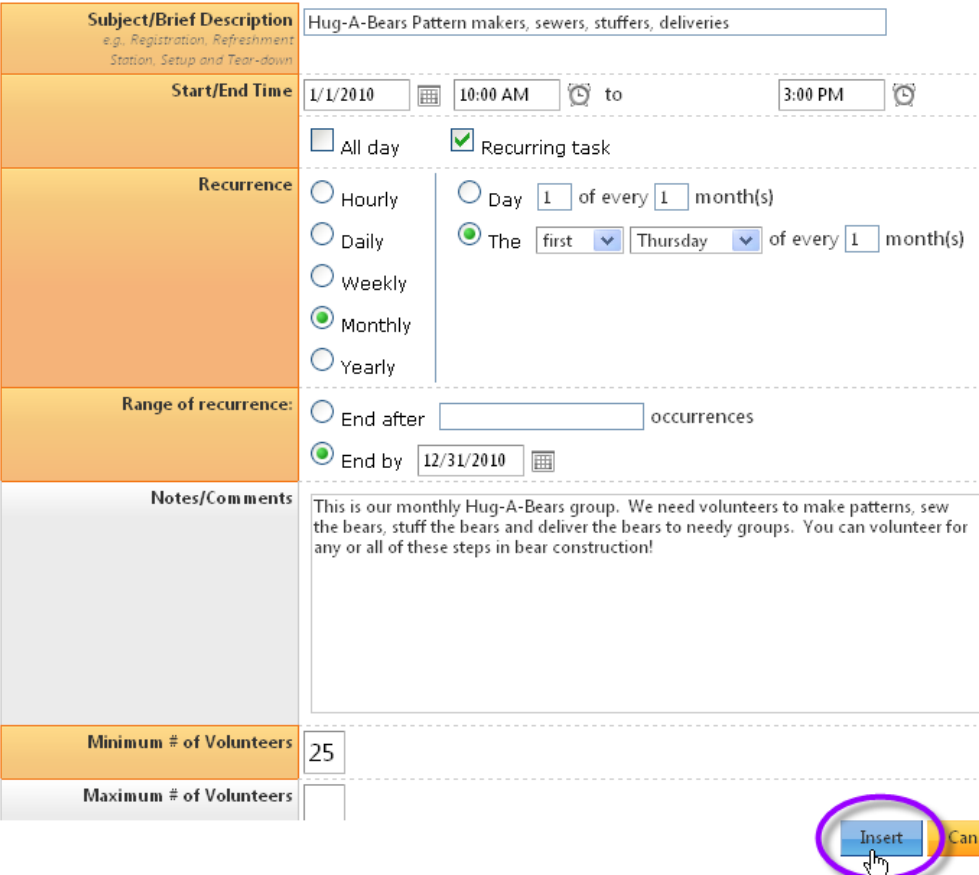
- 3a.
- *Optional field:* enter a Non-Profit Partner (if applicable). This represents an organization that your volunteer project is either benefitting or the project is being done in partnership with this organization.
 - The Project Lead will default to your name since you are entering the project into volunteer now. To change this to another Pioneer, click the “Change Project Lead” button and search the volunteer now database for the individual who will be the project lead.
 - The Chapter/Council/Club field will default to whatever is on your personal Pioneer record. If you are managing other units you would be able to change this as needed.
 - Visibility: “Public” means that anybody searching in volunteer now can see your project in their search results and sign up for that project online. “Private” means that only individuals in the specific Chapter/Council/Club will be able to see that project in searches, and sign up for it online.
 - Project Location/Address/City, State/Province, Zip
 - Indicate where the project will be taking place. If the project has no specific location you can enter in the word “various” for the Project Location field, “various” in the address field, but do use a specific City, State/Province, Zip if possible. This will help the project to be found online in searches.

Non-Profit Partner	<input type="text"/> Other: <input type="text"/>
Project Lead	Ms. Patricia Zimmerm Change Project Lead
Chapter/Council/Club	Company: <input type="text" value="Pioneers HQ"/> Chapter: <input type="text" value="No Chapter #000"/> Council: <input type="text" value="No Council"/> Club: <input type="text" value="No Club"/>
Visibility	<input checked="" type="radio"/> Public <input type="radio"/> Private <small>Note: Public projects will be available for sign-up from anyone in the system. Private projects will only be visible to individuals in the same company, chapter, council, or club as you.</small>
Project Location <small>e.g., Georgia Dome, Georgia Washington High School, etc.</small>	<input type="text"/>
Address	<input type="text"/> <input type="text"/>
City, State/Province, Zip	<input type="text"/> <input type="text" value=""/> <input type="text"/>

Step	Action																																																																
3b.	<p>Finish the details screen with some additional information if applicable. The final three sections of the screen are optional information.</p> <p>When completed, click the “Save and Continue” button at the bottom of the screen.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Who Can Volunteer? <input type="checkbox"/> Kids <input type="checkbox"/> Teens <input type="checkbox"/> Adults <input type="checkbox"/> Seniors <input type="checkbox"/> Groups <input type="checkbox"/> Anyone</p> <hr/> <p>Interests <i>Interests will be used to help match potential volunteers. 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Step	Action
4.	<p data-bbox="360 575 1357 720">Adding timeslots to a project accomplishes two key things. It gives you the ability to create volunteer “positions” which describe what a volunteer will be doing at the project, and the dates/times they will be doing those activities for the overall project.</p> <p data-bbox="360 758 1247 831">Timeslots can be set up as one-time or recurring whichever is appropriate for the project you are creating.</p> 

Step	Action
5.	<p>To add the time(s) for the project along with any details about what volunteer activities will be happening at that time, double-click on ANY date in the calendar display to bring up the “time slots” pop-up window.</p> <p>When you have filled in the required and optional fields (if applicable), click the “Insert” button at the bottom of the screen to insert that specific timeslot into the project.</p> <div data-bbox="402 835 1192 1255" data-label="Form">  </div> <div data-bbox="1036 1472 1224 1541" data-label="Image">  </div> <p><i>Repeat this process as needed to add all volunteer positions and timeslots to the project.</i></p>

Step	Action
5a.	<p>When you click the “Recurring task” check box additional fields will appear in the “Recurrence” section of this screen. You can indicate the Start/End Dates and Time, how often the project occurs, when the project takes place (i.e. the example below shows that the project starts on January 1, 2010 from 10:00 am to 3:00 pm, and meets monthly on the first Thursday of every month. The project is set to end by 12/31/2010 so that every month of the year will have a timeslot created for the first Thursday).</p> <p>Click the “Insert” button at the bottom of the screen to insert all 12 timeslots into the overall project.</p> 

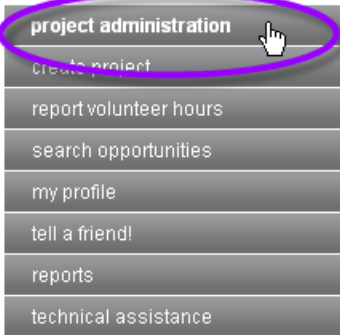


Step	Action
6.	<p>Once all timeslots are created, click either the "Save and Return Later" or "Submit for Review" button.</p> <p>Save and Return later will put your project into a "Pending" status and you can edit it further if needed. Once your editing is completed, you can then submit it for review.</p> <div data-bbox="375 873 940 915" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> Save and Return Later Submit for Review </div> <p>When you click "Submit for Review" your Pioneer Unit's Volunteer Now administrator is notified that you have created a new project in the system. Your administrator will review the project and approve or deny it. Once they either approve or deny it, you will receive an automated notification email from volunteer now with the review results. Most projects are approved - it is very rare that a project would be denied and if that does occur, your administrator most likely will be in personal contact with you about their decision.</p>
7.	<p>After your volunteer now administrator approves the project, it then becomes active in the system. At this juncture, your project can be found in searches and signed up for online.</p>

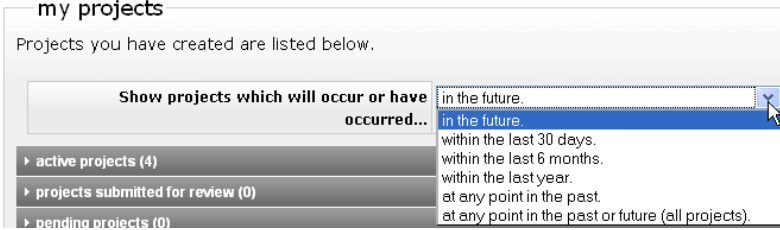
Project Administration

This area of volunteer now allows you to manage projects that you have created as the project team leader and easily see what categories your projects appear in. Additionally, you can view who has signed up for your projects, you can send those individuals e-mails, and you can report hours for your projects.

*****If you are a volunteer project administrator, you will also have additional capabilities in this area of volunteer now that allows for the approval or denial of projects that are created and submitted in volunteer now by project team leaders*****

Step	Action
1.	<p>To access "Project Administration" click the link in the left navigation panel.</p> 

Step	Action
2.	<p>The “volunteer project administration” screen will display the various categories of projects:</p> <ul style="list-style-type: none"> • Active projects - projects in the system that can be found in searches and signed up for online • Pending projects - projects that you saved to return to later • Closed projects - projects that have taken place in the past where no further hours are being entered • Denied projects - projects submitted that were denied by your volunteer now administrator for whatever reason <p>volunteer project administration</p> <div data-bbox="431 1104 1292 1745" style="border: 1px solid #ccc; padding: 10px;"> <p>my projects</p> <p>Projects you have created are listed below.</p> <p>Show projects which will occur or have occurred... <input type="text" value="in the future."/> ▼</p> <ul style="list-style-type: none"> ▶ active projects (4) ▶ projects submitted for review (0) ▶ pending projects (0) ▶ projects needing time slots (5) ▶ closed projects (0) ▶ denied projects (0) <hr/> <p>administrator review</p> <p>As a Staff Administrator, you are authorized to edit any and all Volunteer Management projects that have been submitted for review.</p> <ul style="list-style-type: none"> ▶ mcfss ▶ relay for life midland county michigan <p style="text-align: center;">View or Edit All Active Projects</p> </div>

Step	Action
2a.	<p>The default view of your projects shows those that will occur or have occurred..."in the future." To change this, click into the drop down and select another value if needed.</p> 

Step	Action																																															
2b.	<p>To view the project details more fully, click on the appropriate section title (i.e. active projects) and then click on a project title to expand the detail view.</p> <p>To see who is signed up to volunteer, to report hours, to send an e-mail to volunteers, click the “Manage Hours” button.</p> <div data-bbox="365 793 1380 1759" style="border: 1px solid #ccc; padding: 10px;"> <p>▼ active projects (4)</p> <p>Active projects include those projects which have been approved by a Volunteer Management Administrator, but have not yet been closed. These projects may have happened in the past, but have not yet completed the “Project Close” process.</p> <p>▶ CO Mile High Council [More Information]</p> <p>▼ Crohns and Colitis Walk at the Denver Zoo [More Information]</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Project ID</td><td>17356</td></tr> <tr><td>Title</td><td>Crohns and Colitis Walk at the Denver Zoo</td></tr> <tr><td>Dates</td><td>January 7, 2010 — December 2, 2010</td></tr> <tr><td>Category</td><td>Life Enrichment</td></tr> <tr><td>Type</td><td>In Person</td></tr> <tr><td>Short Description</td><td>Assist with one of Denver's premiere Walk events</td></tr> <tr><td>Description</td><td>Text</td></tr> <tr><td>Chapter/Council/Club</td><td></td></tr> <tr><td>Project Location</td><td>Denver Zoo</td></tr> <tr><td>Address</td><td>City Park Denver, CO 80202</td></tr> <tr><td>Who Can Volunteer?</td><td>Anyone</td></tr> <tr><td>Interests</td><td>Special Events, Education, Health/Wellness</td></tr> <tr><td>Skills and Talents</td><td>Fitness/Excercise, Social Events, Organizational, Volunteer Management</td></tr> </table> <p>Time Slots</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Description</th> <th>Start</th> <th>End</th> <th>Min Vols</th> <th>Max Vols</th> <th>Current Vols</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">></td> <td></td> <td></td> <td></td> <td></td> <td>∞</td> <td>0</td> </tr> <tr> <td></td> <td>Registration Volunteers </td> <td>Jun 19, 8:30 AM</td> <td>Jun 19, 12:00 PM</td> <td>25</td> <td>∞</td> <td>0</td> </tr> </tbody> </table> </div>	Project ID	17356	Title	Crohns and Colitis Walk at the Denver Zoo	Dates	January 7, 2010 — December 2, 2010	Category	Life Enrichment	Type	In Person	Short Description	Assist with one of Denver's premiere Walk events	Description	Text	Chapter/Council/Club		Project Location	Denver Zoo	Address	City Park Denver, CO 80202	Who Can Volunteer?	Anyone	Interests	Special Events, Education, Health/Wellness	Skills and Talents	Fitness/Excercise, Social Events, Organizational, Volunteer Management		Description	Start	End	Min Vols	Max Vols	Current Vols	>					∞	0		Registration Volunteers	Jun 19, 8:30 AM	Jun 19, 12:00 PM	25	∞	0
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		Manage Hours	Clone Project	Delete Project	
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Step	Action																		
3.	<p>Individual and bulk hours can be reported for volunteer now projects. Individuals who have signed up for the project online will automatically show up in the “Individual Volunteer Hours and Units” section of this screen.</p> <ul style="list-style-type: none"> You can also add individual volunteers to your projects by clicking the “Add Volunteer” button at the bottom of the screen. To report bulk hours, click into the appropriate field and enter the number of members or hours When completed, click the “Save hours” button at the bottom of the screen to save both individual and bulk hours. <p>report my volunteer hours for <i>crohns and colitis walk at the denver zoo</i></p> <div data-bbox="365 1186 1380 1858" style="border: 1px solid #ccc; padding: 10px;"> <p>hours</p> <p>The following is a roster of all volunteers for this project (by time slot) and the hours they have reported. You may edit these hours as appropriate.</p> <p>If you worked a time slot that is not listed here, you may search for that time slot and sign up for it now by using the Search Opportunities page.</p> <p style="background-color: #ffcc00; padding: 2px;">▼ registration volunteers: jun 19, 8:30 am - jun 19, 12:00 pm</p> <p>Individual Volunteer Hours and Units</p> <p>There are no volunteers signed up for this time slot.</p> <p>Bulk Hours and Units</p> <table border="1" data-bbox="406 1564 1339 1669"> <thead> <tr> <th>Month</th> <th>Total # Hours</th> <th># Reg</th> <th># Life</th> <th># Partner</th> <th># Other</th> <th>Units</th> <th>Adults Impacted</th> <th>Children Impacted</th> </tr> </thead> <tbody> <tr> <td>2010 June *</td> <td>0</td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> </tr> </tbody> </table> <p>* Note: Hours for future months cannot be reported.</p> <p style="text-align: right;"> <input type="button" value="Add Volunteer"/> <input type="button" value="Save Hours"/> </p> </div>	Month	Total # Hours	# Reg	# Life	# Partner	# Other	Units	Adults Impacted	Children Impacted	2010 June *	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
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Step	Action								
4.	<p>After clicking the "Add Volunteer" button</p> <ul style="list-style-type: none"> Search for the individual in the system using as much criteria as you know about them: <p>add a project volunteer</p> <div data-bbox="446 808 1104 1113" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>search criteria</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Name</td> <td><input type="text" value="Patricia Zimmerman"/></td> </tr> <tr> <td>E-mail</td> <td><input type="text"/></td> </tr> <tr> <td>City or State</td> <td><input type="text"/></td> </tr> <tr> <td>Organization</td> <td>Company <input type="text" value="All Companies"/> ▼</td> </tr> </table> <p style="text-align: center; margin-top: 10px;"><input type="button" value="Search"/></p> </div>	Name	<input type="text" value="Patricia Zimmerman"/>	E-mail	<input type="text"/>	City or State	<input type="text"/>	Organization	Company <input type="text" value="All Companies"/> ▼
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4a.	<p>Click the box next to the correct volunteer in the search results and click the "Add Selected Volunteer(s) button.</p>								

search results

Click the box next to each volunteer you would like to add.

Volunteer	Chapter	Council	Club	E-mail	City/State
<input type="checkbox"/> PATRICIA ZIMMERMAN	AT&T C-N-H #130	No. CA/No. NV Area	NorCal/Vada Mixed Club		Reno , NV
<input type="checkbox"/> PATRICIA A ZIMMERMAN	COLORADO #8	Colorado Clubs Only	Foothills LMC		Westminster , CO
<input checked="" type="checkbox"/> Ms. Patricia Zimmerman				tzimmerman@pioneersv	Aurora , CO

New Search

Create New Volunteer

Add Selected Volunteer(s)

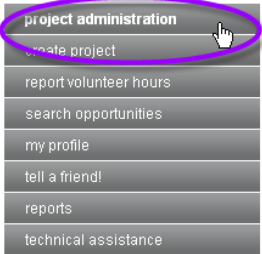
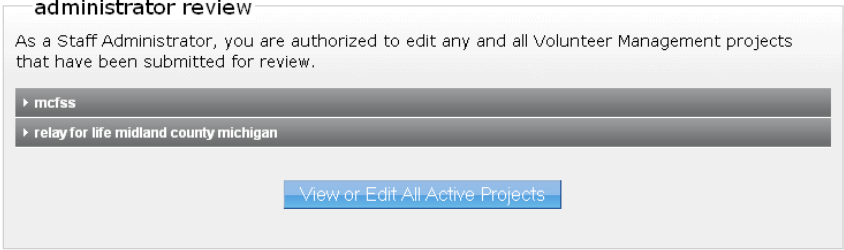
Step	Action																												
4b.	<p>Select the appropriate timeslot that you are assigning that volunteer to, and click the "Add Volunteer(s) to Time Slot(s)" button.</p> <div data-bbox="365 724 1372 1092"> <p>crohns and colitis walk at the denver zoo</p> <p>Select one or more time slots from the list below to add each volunteer to that time slot.</p> <p>Ms. Patricia Zimmerman</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Start</th> <th>End</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Registration Volunteers</td> <td>Jun. 19, 8:30 AM</td> <td>Jun. 19, 12:00 PM</td> </tr> </tbody> </table> <p style="text-align: center;">Add Volunteer(s) to Time Slot(s)</p> </div>	Description	Start	End	<input checked="" type="checkbox"/> Registration Volunteers	Jun. 19, 8:30 AM	Jun. 19, 12:00 PM																						
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4c.	<p>Enter the # of hours that volunteer worked, any completed units (if applicable for the project) and click the "Save hours" button.</p> <div data-bbox="365 1249 1372 1837"> <p>▼ registration volunteers: jun 19, 8:30 am - jun 19, 12:00 pm</p> <p>Individual Volunteer Hours and Units</p> <table border="1"> <thead> <tr> <th>Volunteer</th> <th>E-mail</th> <th>City, State/Province</th> <th>Hours Reported</th> <th>Units Completed</th> </tr> </thead> <tbody> <tr> <td>Ms. Patricia Zimmerman</td> <td>zimmerman@pioneersvolunteer.org</td> <td>Aurora, CO</td> <td><input type="text" value="3"/></td> <td><input type="text" value="0"/></td> </tr> </tbody> </table> <p>Bulk Hours and Units</p> <table border="1"> <thead> <tr> <th>Month</th> <th>Total # Hours</th> <th>Reg #</th> <th>Life #</th> <th>Partner #</th> <th>Other #</th> <th>Other Hours</th> <th>Adults Impacted</th> <th>Children Impacted</th> </tr> </thead> <tbody> <tr> <td>2010 June *</td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> </tr> </tbody> </table> <p>* Note: Hours for future months cannot be reported.</p> <p style="text-align: center;">Add Volunteer Save Hours</p> </div>	Volunteer	E-mail	City, State/Province	Hours Reported	Units Completed	Ms. Patricia Zimmerman	zimmerman@pioneersvolunteer.org	Aurora, CO	<input type="text" value="3"/>	<input type="text" value="0"/>	Month	Total # Hours	Reg #	Life #	Partner #	Other #	Other Hours	Adults Impacted	Children Impacted	2010 June *	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
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<p><i>Repeat this process as needed to add all individual volunteers to the project, as well as their hours.</i></p>
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Volunteer Project Administration

Specific individuals within your group will be responsible for reviewing projects that have been created in volunteer now. This review process is to ensure that the projects meet the guidelines for Pioneer volunteer projects. *The following steps are illustrated for those individuals who will act as Volunteer Project Administrators.*

Step	Action
1.	<p>After logging in to volunteer now, click the "Project Administration" link.</p> 
2.	<p>Projects pending your review are located in the section entitled "administrator review."</p> 
3.	<p>To open the project details, click a project title.</p>

administrator review

As a Staff Administrator, you are authorized to review applications that have been submitted for review.

- ▶ mcfss
- ▶ relay for life midland county michigan

Step	Action
4.	<p>Once the project details are open, you can review all the information that has been submitted for that specific project. You have the ability to:</p> <ul style="list-style-type: none"> • Edit the project details, if needed • Edit the project timeslots, if needed • Approve the project if it meets with project guidelines. When you click “Approve Project” an e-mail is sent to the individual who submitted the project in volunteer now indicating that the project has been approved. Approved projects become active in volunteer now, meaning they are searchable and volunteers can begin to sign up to participate in that project. • Deny the project if it does not meet with project guidelines. When you click “Deny Project” an e-mail is sent to the individual who submitted the project in volunteer now indicating that the project has been denied.

▼ mcfs

Project ID	17344
Title	MCFSS
Dates	February 1, 2010
Category	Life Enrichment
Type	In Person
Short Description	Joint Project with County Support Agency
Description	Telecom Pioneers are jointly helping with this agency to provide support, and help for family abuse.
Project Lead	Ms. Patsy C. Roach
Project Owner/Submitter	James P. Brown
Chapter/Council/Club	AT&T Pioneers > Oklahoma #41 > Lake Texoma Life Member Council
Project Location	Madill, Oklahoma
Address	114 S. 1st Madill, OK 73446
Who Can Volunteer?	Anyone
Interests	Social Services, Child Welfare, Disadvantaged/Underprivileged, Health/Wellness
Skills and Talents	Project Leadership, Social Events, Telephone

Time Slots

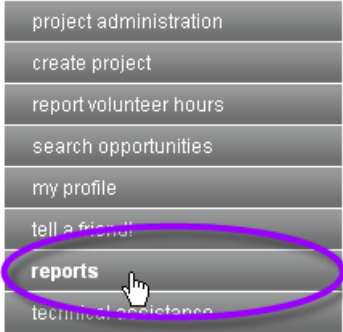
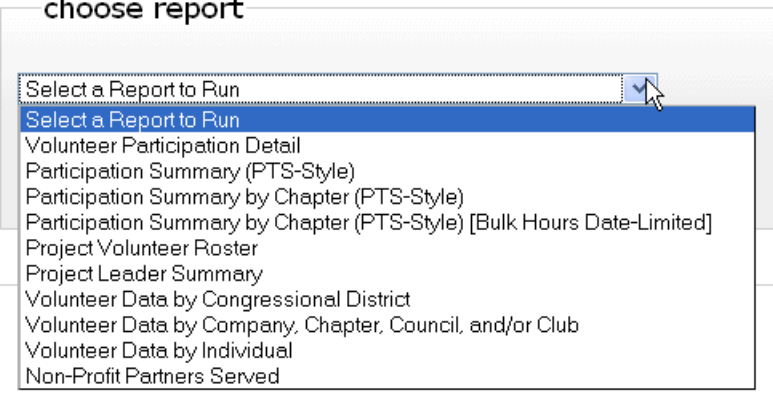
Description	Start	End	Min Vols	Max Vols	Current Vols
Miscellaneous projects to help with MCFSS	Feb 01, 12:00 AM	Feb 01, 12:00 AM	3	∞	0

[Edit Details](#)
[Edit Time Slots](#)
[Approve Project](#)
[Deny Project](#)

Volunteer now Reports

Volunteer now end-users *with the appropriate user roles and permissions* will have the ability to run reports to track volunteer project activities.

The details to run these reports is illustrated below.

Step	Action
1.	<p>Click the “Reports” link in the left navigation panel.</p>  <p>volunteer management reports</p> 
2.	Select a report to run.



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Step	Action
3.	Enter the appropriate report criteria and click the <Run Report> button.
4.	The finished report can then be exported to an Excel spreadsheet or to an Adobe .pdf document.



VOLUNTEER NOW Volunteer now E-mails

VOLUNTEER NOW Scenario	E-mail is sent to
A project is approved in volunteer now that matches up to a Pioneer's Profile of Interests or Skills and Talents	Any Pioneer in volunteer now with matching interests, skills and talents on their profile
A volunteer commitment is tomorrow	Any Pioneer who signs up to be reminded of a volunteer project they have committed to and that project is "tomorrow" in their volunteer profile
Report Volunteer Hours - volunteer project date(s) is in the past	Any Pioneer who signs up to be reminded to report their hours as part of their volunteer profile
A volunteer project has been created and submitted for review in volunteer now	The volunteer project administrator receives notification of the new project and can log in to volunteer now to review and approve or deny
A volunteer project has been approved or denied	The Pioneer who created and submitted the project is notified of the results (approved or denied)
A volunteer cancels their participation	The project lead receives notification that a volunteer has cancelled
A volunteer reports their hours for a project that is in volunteer now	The project lead receives notification that a volunteer has reported their hours in volunteer now and for what project
Tell a Friend	Anybody can choose to send up to 10 e-mails to friends and family to notify them of a specific volunteer project and encourage them to participate