



Volunteer Tracker

by app-garden

Volunteer Guide

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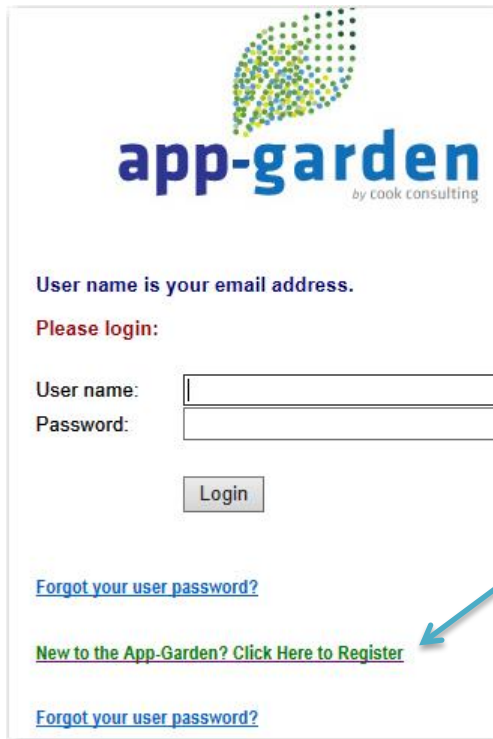
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Registering for the Volunteer Tracker

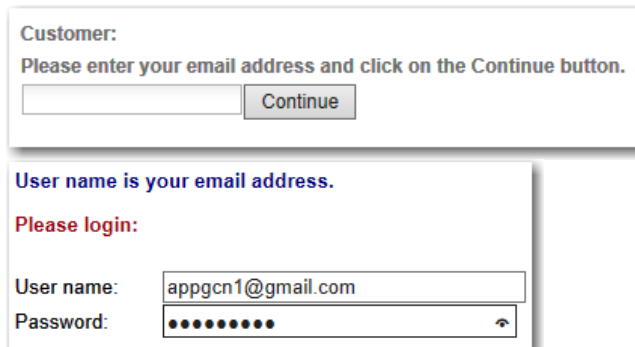
In order to fill out a volunteer services application form, you must first register for the Volunteer Tracker application.

Click on the link

[New to the App-Garden? Click Here to Register](#)

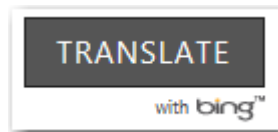


Each volunteer must have a unique, working email address to register. Enter your email address and click on Continue. Once you have registered, you can now login with your User name which is your email address and password to access the volunteer form.



Translating the form

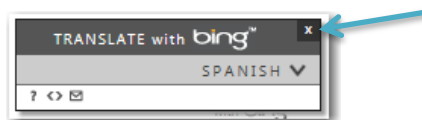
If you are more comfortable filling out this form in a different language, we have provided a translate button that will translate this form into whatever language you prefer. Click on the Translate button.



Click on the drop down arrow next to English to see the list of languages that the form can be translated into. Click on the language that you would like to use.



To return to English, click on the X in the right hand corner of the Translate button.



Completing the Volunteer Service Application Form

The first section of the Volunteer Service Application Form is the demographic information. Any information designated with an * is required. Only one of the three phone numbers is required. The email address that you used to sign in with is automatically filled in for the Email address.

Name and Contact Information						
* Legal First Name	* Legal Middle Name	* Legal Last Name	*Are you a student?	* Area Cd	* Home Phone	
Paula	C	Newton	<input type="radio"/> Y <input checked="" type="radio"/> N	547	234-4567	
*Street Address	* Date of Birth		*Gender	Area Cd	Mobile Phone	
45 S. Main St	4 8 1972		<input type="radio"/> M <input checked="" type="radio"/> F			
* City	* State	* Zip Code	* E-Mail Address	Area Cd	Work Phone	
Anywhere	NC	45667	appgcn1@gmail.com			

In the next section of the form, you will select the activities that you wish to volunteer for. The Volunteer Administrator for the district has determined what activities fall into each level and the description for each level. If you would like additional information, you can click on the hyperlink listed below each level. The hyperlink will open in a new window.

Check all activities for which you wish to volunteer

<p>Level 0 Volunteer activity does not include direct contact with or supervision of students. Level 0 volunteers do not require formal screening or training. http://www.google.com</p> <p><input checked="" type="checkbox"/> Athletics Boosters <input checked="" type="checkbox"/> Athletics Concessions Sales <input type="checkbox"/> Band Boosters</p>	<p>Level 1 Volunteer activity includes direct contact with and controlled access to students under the supervision of the professional staff. Level 1 screening includes, but may not be limited to, review of the National sex offender registry. http://www.yahoo.com</p> <p><input type="checkbox"/> Banquets <input type="checkbox"/> Classroom Parties <input checked="" type="checkbox"/> Classroom Projects</p>	<p>Level 2 Volunteer activity includes direct contact with and supervision of students for extended periods of time without direct supervision of the professional staff. Level 2 screening includes, but may not be limited to, review of the National sex offender registry and criminal background check. Appropriate training is required. http://www.cnn.com</p> <p><input type="checkbox"/> Health Room Assistant <input checked="" type="checkbox"/> Instructional Volunteer <input type="checkbox"/> Mentor Program</p>
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If you have indicated that you would like to volunteer for athletic coaching or a special event, please list the sport or event.

if volunteering for athletic coaching list the sport/if volunteering for a special school event list the event:

Please indicate the days and times that you are available.

Indicate the individual days of the week and times you would be available

Days:

Nights:

Weekends: X

The inclusion of the languages section is determined by the Volunteer Administrator at the district. If this section is available on your form, check any languages that you can assist with.

Check any languages with which you can provide assistance

<input type="checkbox"/> American Sign Language	<input type="checkbox"/> Arabic	<input type="checkbox"/> Burmese/Myanmar	<input type="checkbox"/> Chinese
<input type="checkbox"/> Japanese	<input type="checkbox"/> Jarai	<input type="checkbox"/> Korean	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> Spanish	<input type="checkbox"/> Vietnamese		

The inclusion of the service affiliations section is determined by the Volunteer Administrator at the district. If this section is available on your form, check any services that you are affiliated with.

Indicate if your volunteer service is affiliated with the following

YMCA Davie County Schools Employee Big Brothers/Big Sisters Volunteer United Way

In this section, select the schools that you would like to volunteer at. Click on the drop down arrow next to Select to select your schools. You have an option of All Schools if you are available to volunteer at any school in the district. For the schools that you select, indicate if you are the parent or guardian of a child at that school. List the child's name and date of birth.

School and Student Information

School #1	Select	Are you the parent or guardian of a child at this school?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
School #2	312 Davie County High	Are you the parent or guardian of a child at this school?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
School #3	000 All Schools	Are you the parent or guardian of a child at this school?	<input type="radio"/> Yes	<input type="radio"/> No

Name	DOB
Steven	4/5/1997

The inclusion of the additional background information is determined by the Volunteer Administrator at the district. If you are volunteering for any activities that require a background check and this section is available on your form, please complete this section. Your Social Security number is required. If you would like additional information about the app-garden security policy, click on the link. The link will open in a new page.

Information required for criminal background check

Identification:

* Social Security # - - [Read the app-garden Security Policy](#)

Race

African American American Indian/Alaskan Native Asian

Latino Multi-Racial Native Hawaiian/Pacific Islander

Other White

Maiden Name

Aliases

I-94 US Visa #

Drivers License/State ID #

State for ID Above

List previous addresses in the US outside of North Carolina in the past 10 years

State	County	Street Address/City	# of Years
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Place of Employment

Are you an employee of this school system? Yes No Are you a retiree of this school system? Yes No

Are currently a county employee? Yes No

Read the Authorization and Disclosures section. If you would like additional information, you can click on the hyper link. This will open in a separate window. Click on the box to Authorize. Your email address will appear on the form as your electronic signature.

Authorizations and Disclosures

I affirm that I have not been convicted of any felony. I am not currently under indictment for any felony or misdemeanor offense. I hereby give my voluntary consent to a criminal history check. By selected "I Authorize" in the box below, I empower this school system to be my designated representative for the purpose of obtaining my criminal history record information maintained by law enforcement agencies.

I understand that certain information obtained as a result of the criminal history check may preclude my participation in the school system. I waive any claim for damages or injury against the school system or the provider of the report, except as mandated by the Fair Credit Reporting Act.

<http://www.app-garden.com>

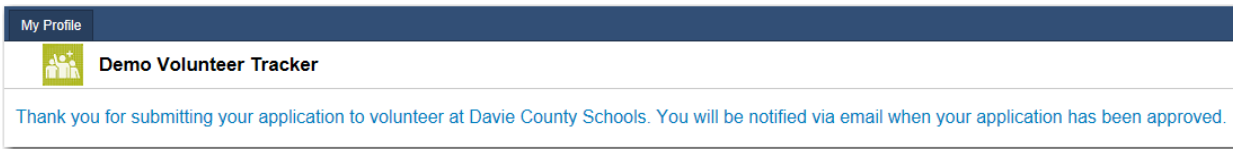
* I Authorize

Electronic Signature appgcn1@gmail.com

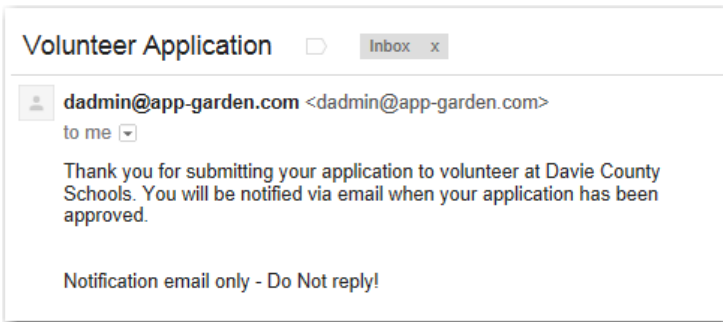
When you are satisfied with the information that you have provided on this form, click on Submit. If you would like a printed copy, click on print before you submit. The form will open in a new window for printing.



When your application has been successfully submitted, you will receive the following message.

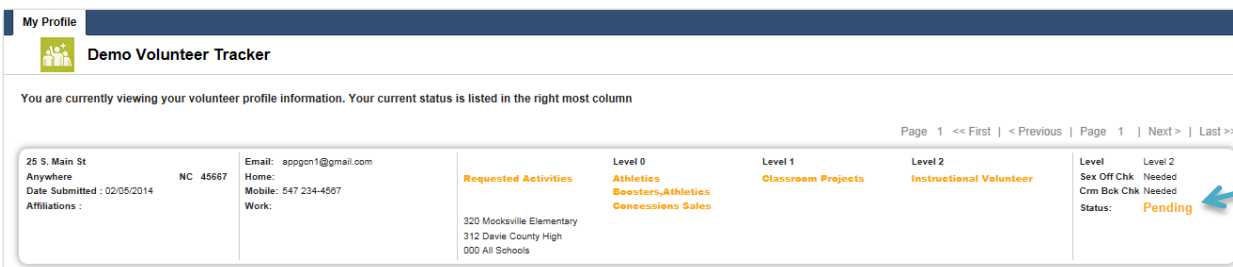


You will also receive an email.



Checking the status of your application

At any time, you can log back on to the Volunteer Tracker to check the status of your application. The status will be listed in the right hand column. In this example, the status of the application is Pending. When an application has been approved, the volunteer will be informed through email or by a phone call.



In this case the criminal back ground check and the sex offender check have been approved but the requested activities have not yet been approved.

25 S. Main St Anywhere Date Submitted : 02/05/2014 Affiliations :	NC 45667 Home: appgcn1@gmail.com Mobile: 547 234-4567 Work:	320 Mocksville Elementary 312 Davie County High 000 All Schools	Level 0	Level 1	Level 2	Level Sex Off Chk Crm Bck Chk Status: Approved Date Approved: 02/05/2014	Level 2 Approved Approved Approved
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In this case the volunteer has been approved for the activities listed at Mocksville Elementary but not at Davie County High or All Schools.

25 S. Main St Anywhere Date Submitted : 02/05/2014 Affiliations :	NC 45667 Home: appgcn1@gmail.com Mobile: 547 234-4567 Work:	320 Mocksville Elementary 312 Davie County High 000 All Schools	Level 0 Athletics Boosters, Athletics Concessions Sales	Level 1 Classroom Projects	Level 2 Instructional Volunteer	Level Sex Off Chk Crm Bck Chk Status: Approved Date Approved: 02/05/2014	Level 2 Approved Approved Approved
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Logging Volunteer Time

It is helpful to the school, the volunteer and the service affiliations to know how many hours volunteers have logged. The Volunteer Tracker has provided an easy way for volunteers to log their volunteer time.

Click on the Log My Time tab and then click on Create New Log Entry. An individual log entry will need to be created for each activity.

Click on the drop down arrow next to school name to select the school where you volunteered. Your name and email will automatically be filled in. Click on the calendar and clock icons to select the date and times. Click on the drop down arrow next to Activity to select the activity. Write in a description. When you are satisfied, click on Submit.

**** Individual log entry will need to be created for each activity ****

Created By: CN1 Test

School Name: 320 Mocksville Elementary

Volunteer Name: NEWTON PAULA C

Email Address: appgcn1@gmail.com

Date: 02/24/2014

Start Time: 9:00 AM

End Time: 11:00 AM

Total Hours: 2

Activity: Athletics Boosters

Description: Meeting of the Athletics Booster to prepare for the spring fund raiser.

Submit Cancel

After you have created a log entry, it will be listed under the Log My Time tab. The Volunteer Coordinator at the school can also create a log entry for you.

Name : Newton Paula C Site Name : 312 Davie County High Email : appgcn1@gmail.com	Activities : Athletics Concessions Sales Date Created : Feb 26, 2014 Beginning Time : 8:00:00 PM End Time : 8:00:00 PM Total Hours : 2 Description : Concession sales for JV basketball game.
Name : Newton Paula C Site Name : 320 Mocksville Elementary Email : appgcn1@gmail.com	Activities : Athletics Boosters Date Created : Feb 24, 2014 Beginning Time : 9:00:00 AM End Time : 11:00:00 AM Total Hours : 2 Description : Meeting of the Athletics Booster to prepare for the spring fund raiser.