

Tracking VBCPS VOLUNTEERS HOURS

Virginia Beach City Public Schools (VBCPS) values and promotes active engagement of the community in all our schools. The Office of Community Engagement coordinates many opportunities for community members to interact and contribute to the academic achievement of our students and the overall continuous improvement of VBCPS.

Parents, community members, businesses and organizations are able to support students, staff and school initiatives through the Volunteers in Education and Partners in Education programs.

Volunteer opportunities may include:

- Serving as tutors, mentors or guest speakers
- Providing assistance in classrooms, cafeterias, libraries or main offices
- Organizing student enrichment and recognition activities
- Supporting special events, athletics, school planning councils and advisory boards



How to Track Volunteer Hours

- 1 Click **HOURS** on the ribbon located at vbschools.com/getconnected.
- 2 Select **LOG HOURS**.
- 3 Select **INDIVIDUAL** to log your hours each time you volunteer at the school **OR** select **ORGANIZATION** to log many hours at one time.

When would you select **ORGANIZATION**?

- If you are an individual logging more than 12 hours of service at one time.
- If you are logging hours for a large number of volunteers at one time.
- If you are a Partner in Education logging hours for your group.

- 4 Complete the required fields denoted with an asterisk (*).
**If you are logging hours for the first time, please include your email and phone number. You will only do this one time this year.*
- 5 When selecting **TYPE**, if you select "Partner," "Program Mentor," "Club" or "Other," please type the specific name of your group in the box.

WHY DOES VBCPS TRACK VOLUNTEER HOURS?

Thousands of individuals serve as volunteers in our schools each year. In fact, during the 2016–2017 school year, nearly 22,000 Volunteers and Partners in Education donated more than **330,000 hours** of service to VBCPS. The value of this service is estimated at **\$7.9 million**.*

VBCPS can use this calculation to quantify the value of service and apply for federal grants that ultimately benefit our schools and students!

**Calculations based on the Independent Sector Organization's estimated hourly value of volunteer time for 2016, which is \$24.14 per hour.*

FAQS



Q: Does the Raptor system track volunteer hours?

A: No. The Raptor system does not track volunteer hours. Volunteer hours are tracked at www.vbschools.com/getconnected.

Q: Who is responsible for logging volunteer hours?

A: Anyone can track volunteer hours, including (but not limited to) volunteers, Volunteer Liaisons, security assistants who sign-in visitors during the school day or Student Activities Coordinators.

Q: Where do I log mentor hours?

A: Mentors can log their volunteer hours on the Get Connected site by choosing **Individual** or **Program Mentor** under **Type**.

Q: Does tutoring count as volunteering?

A: Yes. Tutors can log their volunteer hours on the Get Connected site by choosing **Tutor** under **Type**.

Q: Can I log student volunteer hours if completed during the school day?

A: Yes, student volunteer hours, even outside of the school, qualify as school division volunteer hours.

Q: Can I enter volunteer hours for school employees?

A: Yes, as long as they are volunteering outside of their contractual obligations.

Q: Can I enter volunteer hours in bulk?

A: Yes, hours can be entered in bulk for an event or a club by choosing **Organization**. Use the **Name** field to record the event name or club and enter hours for a group of volunteers.

Q: Can I estimate my volunteer hours?

A: Yes, we encourage you to estimate volunteer hours and enter them throughout the year when convenient.

Q: Can we use a paper log?

A: Yes, a template is available from the Office of Community Engagement upon request. Information must be added to www.vbschools.com/get_connected by June 15 each year.

Common Scenarios

During school hours –

When someone comes to the school to volunteer, s/he checks in at the security desk as all visitors do. The security assistant can ask the visitor if s/he is at the school to volunteer. The volunteer can access the Get Connected site on the provided laptop or on his/her mobile device. The volunteer can also sign in on a paper log and hours can be entered periodically, either as a total bulk estimate or by the individual if the volunteer prefers a record of his/her hours.

Outside school hours –

The volunteer can access the Get Connected site on his/her personal device to record hours or a contact at the building (*such as the Student Activities Coordinator or club sponsor*) can provide an estimate of total hours for an event or season.

Events –

Hours can be entered using the **Organization** tab. **Name** can indicate the title of the event. An estimate of the number of volunteers and total hours served can be provided in lieu of logging each individual volunteer.

Clubs/Coaching –

Club sponsors and coaches can estimate a total number of volunteers and total hours weekly, monthly or at the end of a season. **Name** can indicate the club or sport. An estimate of the number of volunteers and total hours served can be provided in lieu of logging each individual volunteer, such as parent helpers or assistant coaches.

OFFICE OF COMMUNITY ENGAGEMENT CONTACT INFORMATION

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