

VOLUNTEER  **NOW**®



School Volunteer
Guide

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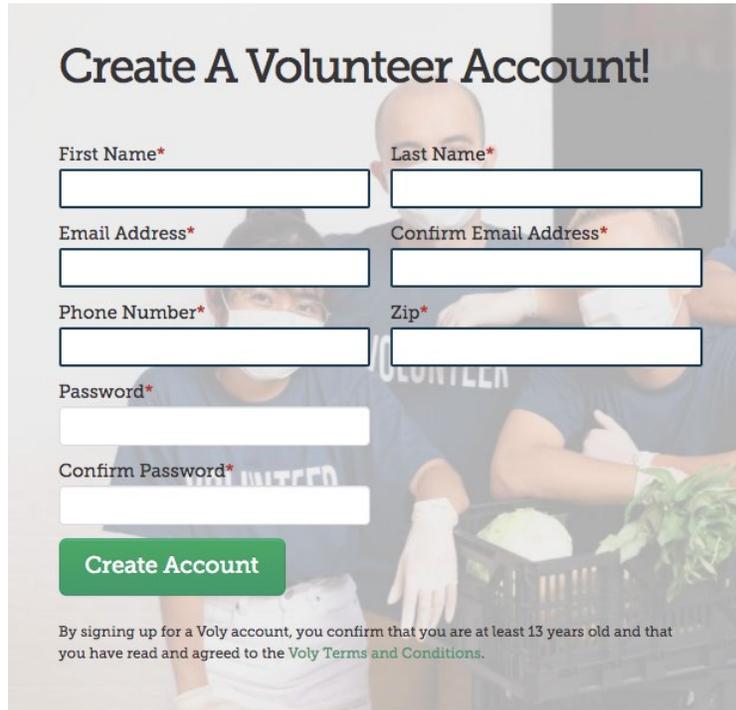
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Create an Account



Create A Volunteer Account!

First Name* Last Name*

Email Address* Confirm Email Address*

Phone Number* Zip*

Password*

Confirm Password*

Create Account

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

- Go to your district’s VOLY site:
ex: [https://\(districtname\).voly.org](https://(districtname).voly.org)
- Create a Voly account:
 - Name
 - Email address
 - Phone Number
 - Zip
 - Password
- You must be 13 years or older to create an account

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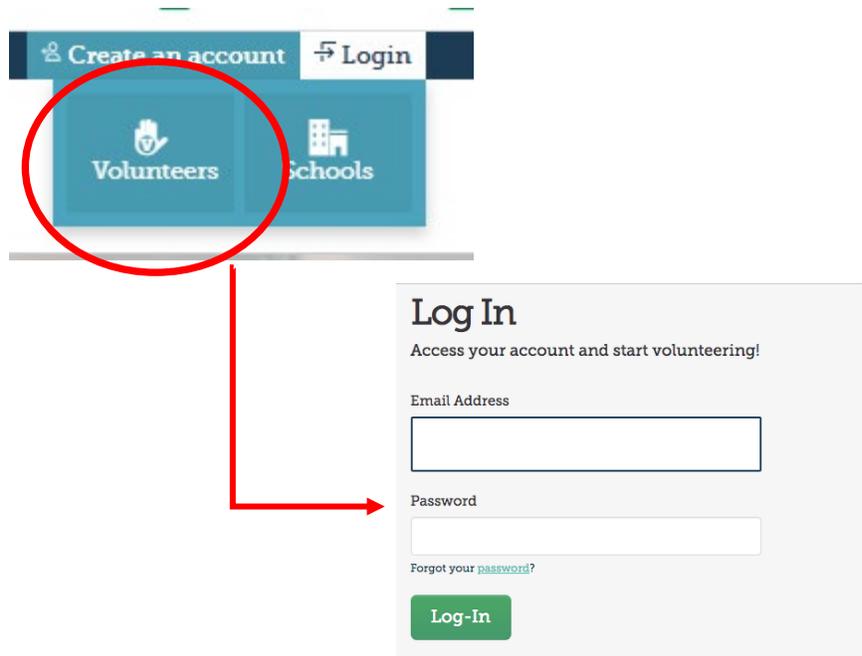
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Where to Login to Active Account



- Enter your Email Address and Password (created when you set up VOLY account)
- Click Log-In

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Forgot Your Password?

Log In
Access your account and start volunteering!

Email Address

Password

[Forgot your password?](#)



Forgot Your Password?

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

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

- Look under the Password box
- Click "**Forgot Your Password**"
- Type in your email address
- Click "**Send Me A New Password**"
- Check your email for the new password (check junk/spam folder)
- **NO ACCESS?**
 - Check URL
 - Correct email?
 - Need more help? <https://vol.cayzu.com>

Helpful Hints:

Passwords are case sensitive.

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

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Explore the Volunteer Dashboard



My Applications

Complete all required documents to volunteer

My Opportunities

Calendar and list of all opportunities signed up for

My Hours

List of opportunities with hours logged

My Teams

Create/manage group of volunteers to volunteer with

My Profile

Manage profile information

Find Opportunities



Causes

Find opportunities in your area of interest

Teams

Create a private or public group to volunteer with others

Opportunities

Search all the opportunities that are available

Schools

Search for opportunities on different campuses

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My Applications

1 You have not met all the requirements in order to volunteer. See [what you still need to complete your application.](#)

MANAGE MY APPLICATIONS
My Applications

Volunteer Instructions

Thank you for your interest in volunteering for the Dallas ISD. To get started please complete a volunteer application! Click the link below to begin:

2 [Click Here To Complete My Requirements](#)

3

Requirement	Status	Expiration Date	
Volunteer Type	Active	Never Expires	4 Update
Dallas ISD Volunteer Application	Not Completed	-	Submit
Fanned School List	Not Completed	-	Submit
Orientation	Not Completed	-	Submit
Background Check Consent	Not Completed	-	Submit

1. This message will display until all requirements are met, including an **approved background check**

2. Clicking on this link will bring you back to this page to view statuses of all documents

3. This is a list of all documents required to volunteer with the district – all statuses must be **GREEN** for you to sign up for a volunteer opportunity; ***the list of documents required will be different from district to district***

4. *Volunteer Type* – choose the volunteer type that best describes you

 You will be able to resubmit/update documents after the first time they are submitted

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Background Check Consent

Volunteer Information

Legal First Name* Legal Middle Name* Legal Last Name*

Test none Account

Date of Birth*

Address Information

Street Number* Street Name*

City* State* Zip*

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

Save & Continue

- Use your legal name when filling out the Background Check Consent
- If you **DO NOT** have a middle name, enter "None"
- Enter current address
- You must consent to the background check
- You will receive an email, stating if you are approved or need to contact the administration for more information
 - *Check your spam/junk folder if you do not see the email in your Inbox*

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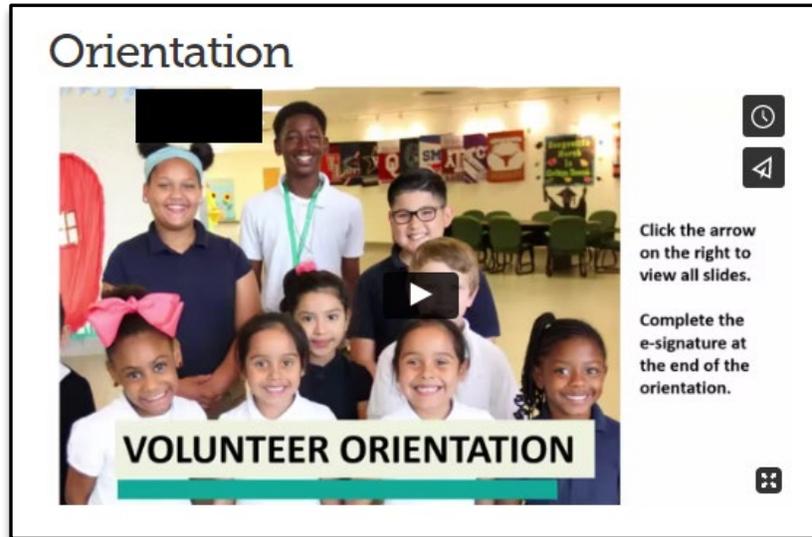
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Orientation



- You must watch the entire video
- Sign the e-signature at the end of the video

***Not all districts will have an orientation video*

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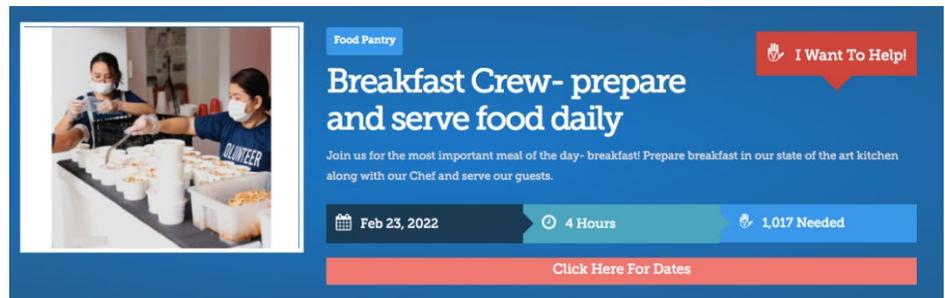
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Sign Up for an Opportunity



- Click on the opportunity to learn more
- Click “I Want to Help’ to sign up
- Select the days/shifts you are available from the calendar; depending on how the opportunity was set up, there could be a calendar, list of shifts, or a yes/no confirmation
- Check your email for a confirmation email – an opportunity can require the campus to approve you OR can be auto approval – be sure to check for the approval email

*****You must have completed all required documents to sign up for an opportunity***

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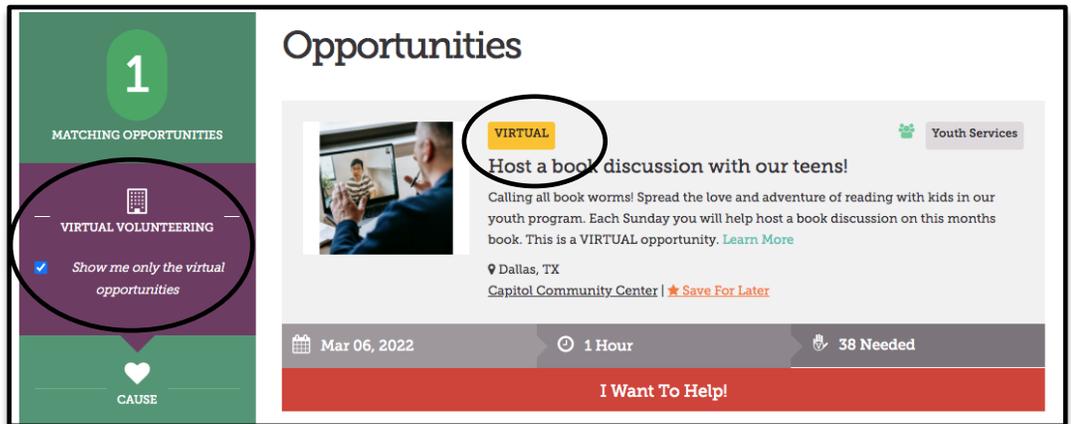
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Find Virtual Opportunities



Discover **Virtual Opportunities** under “Find Opportunities”. A filter is available to find Virtual Opportunities quickly and the opportunities will be marked in yellow as “VIRTUAL”



- To complete a Virtual Opportunity, go to “**My Opportunities**” on your volunteer dashboard (you must be logged into your account)
- Your opportunities are listed on the calendar and below the calendar
- Under the calendar you will see a “**Complete Virtual Volunteering**” button on the opportunity. Click this button to be awarded hours.

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Cancel Opportunity



- To cancel your opportunity or shift, log into your volunteer account and click **"My Opportunities"**
- Scroll to the bottom of the calendar and **click the "X"** on the opportunity you need to cancel. This will notify the campus.

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Volunteer Hours

The screenshot shows the 'My Hours' dashboard. At the top, there is a navigation bar with five tabs: 'My Applications', 'My Opportunities', 'My Hours' (which is selected and highlighted with a green underline), 'My Teams', and 'My Profile'. Below the navigation bar, the main content area is titled 'Track Hours' and includes the instruction 'Track and manage the hours logged.' There are two green buttons: 'Export Hours' and 'Log Hours'. Below this is a table with the following data:

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

- Volunteer hours can be posted in 1 or 3 ways:
 1. **Preferred:** Check into the opportunity via the VOLY.org app when you arrive at the opportunity location
 2. Check in using the VOLY Web Check-In portal at the opportunity location
 3. **Last Option:** You may confirm with the campus contact that you were checked into the opportunity
- Navigate to **“My Hours”** to view all hours recorded from opportunities (You must be logged into your volunteer account to view)
- All hours from Virtual Opportunities can be viewed here as well

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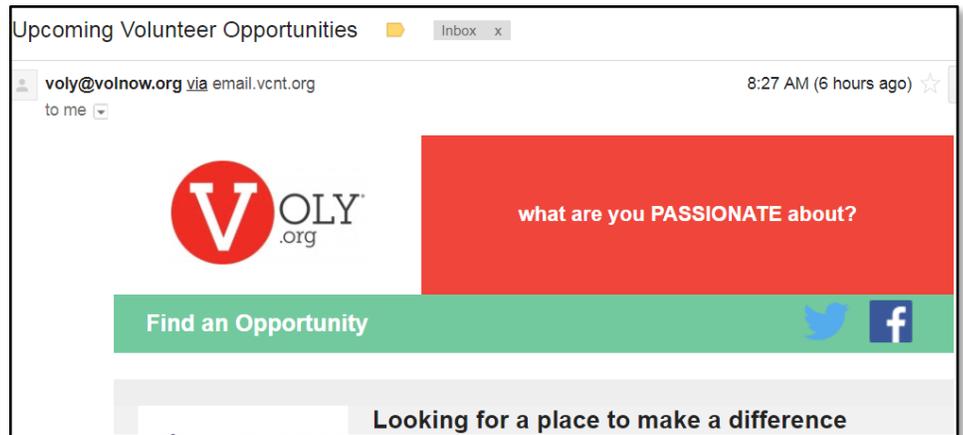
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Weekly Reminders



Your volunteer help is important to the success of our mission.

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

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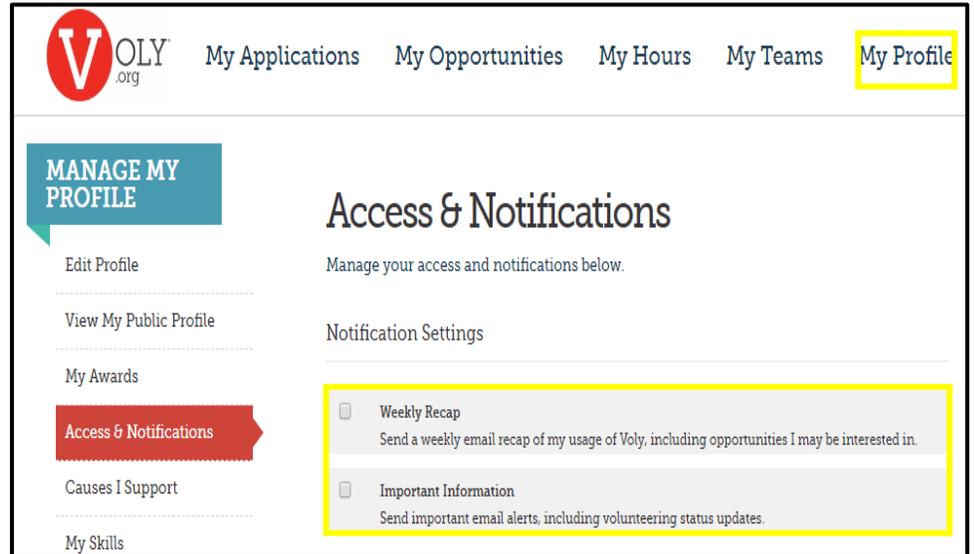
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Unsubscribe



From your Dashboard:

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

From a Voly email:

- **Click the unsubscribe link** in the email
- This will take you directly to "**Access and Notifications**" (if you are logged into your account); if not logged in, you will need to login and follow instructions above
- Uncheck the "**Weekly Recap**" and "**Important Information**" boxes