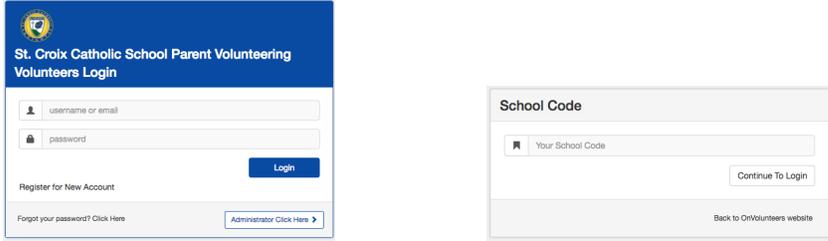
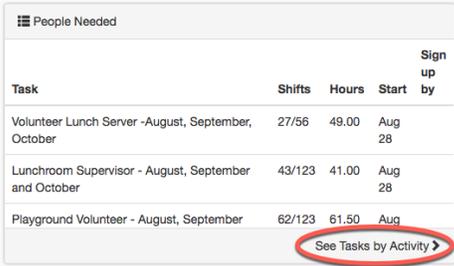
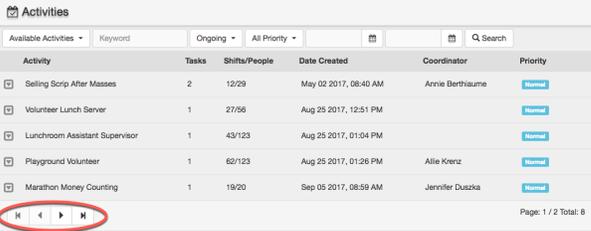


SCCS OnVolunteer Parent Portal

The SCCS OnVolunteer Parent Portal link is also located on the SCCS website >> SCCS Parents >> Volunteer.

<p>Website: http://sccs.onvolunteers.com 1st time log in: Email address: usually mother's email Password: StCS987 (case-sensitive)</p> <p>School code: SCCS You can avoid entering the school code if you use the website link above.</p>																																					
<p>1. Upon logging into the OnVolunteer Parent Portal, you will be directed to the Home screen.</p>																																					
<p>2. To see the available volunteer opportunities, go to the People Needed menu and click See Tasks by Activity.</p>	 <table border="1"> <thead> <tr> <th>Task</th> <th>Shifts</th> <th>Hours</th> <th>Start</th> <th>Sign up by</th> </tr> </thead> <tbody> <tr> <td>Volunteer Lunch Server -August, September, October</td> <td>27/56</td> <td>49.00</td> <td>Aug 28</td> <td>Aug 28</td> </tr> <tr> <td>Lunchroom Supervisor - August, September and October</td> <td>43/123</td> <td>41.00</td> <td>Aug 28</td> <td>Aug 28</td> </tr> <tr> <td>Playground Volunteer - August, September</td> <td>62/123</td> <td>61.50</td> <td>Aug</td> <td>Aug</td> </tr> </tbody> </table>	Task	Shifts	Hours	Start	Sign up by	Volunteer Lunch Server -August, September, October	27/56	49.00	Aug 28	Aug 28	Lunchroom Supervisor - August, September and October	43/123	41.00	Aug 28	Aug 28	Playground Volunteer - August, September	62/123	61.50	Aug	Aug																
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<p>3. Scroll through the volunteer activities by using the navigation arrows in the bottom of the Activities menu. The activities are listed by Date Created.</p>	 <table border="1"> <thead> <tr> <th>Activity</th> <th>Tasks</th> <th>Shifts/People</th> <th>Date Created</th> <th>Coordinator</th> <th>Priority</th> </tr> </thead> <tbody> <tr> <td>Selling Scrip After Masses</td> <td>2</td> <td>12/29</td> <td>May 02 2017, 06:40 AM</td> <td>Annie Berthiaume</td> <td>Normal</td> </tr> <tr> <td>Volunteer Lunch Server</td> <td>1</td> <td>27/56</td> <td>Aug 25 2017, 12:51 PM</td> <td></td> <td>Normal</td> </tr> <tr> <td>Lunchroom Assistant Supervisor</td> <td>1</td> <td>43/123</td> <td>Aug 25 2017, 01:04 PM</td> <td></td> <td>Normal</td> </tr> <tr> <td>Playground Volunteer</td> <td>1</td> <td>62/123</td> <td>Aug 25 2017, 01:26 PM</td> <td>Allie Kenz</td> <td>Normal</td> </tr> <tr> <td>Marathon Money Counting</td> <td>1</td> <td>19/20</td> <td>Sep 05 2017, 08:59 AM</td> <td>Jennifer Duacka</td> <td>Normal</td> </tr> </tbody> </table>	Activity	Tasks	Shifts/People	Date Created	Coordinator	Priority	Selling Scrip After Masses	2	12/29	May 02 2017, 06:40 AM	Annie Berthiaume	Normal	Volunteer Lunch Server	1	27/56	Aug 25 2017, 12:51 PM		Normal	Lunchroom Assistant Supervisor	1	43/123	Aug 25 2017, 01:04 PM		Normal	Playground Volunteer	1	62/123	Aug 25 2017, 01:26 PM	Allie Kenz	Normal	Marathon Money Counting	1	19/20	Sep 05 2017, 08:59 AM	Jennifer Duacka	Normal
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<p>4. After locating the desired Activity, click the arrow located next to the Activity title. Related Tasks will appear below the Activity title.</p>	 <table border="1"> <thead> <tr> <th>Activity</th> <th>Tasks</th> <th>Shifts/People</th> </tr> </thead> <tbody> <tr> <td>Selling Scrip After Masses</td> <td>2</td> <td>12/29</td> </tr> </tbody> </table>	Activity	Tasks	Shifts/People	Selling Scrip After Masses	2	12/29																														
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5. Click on the desired Task title. You will be directed to the **Task Registration** page.

Activities

Available Activities | Keyword | Ongoing | All Priority

Activity	Tasks	Shifts/People	D
<input checked="" type="checkbox"/> Selling Scrip After Masses	2	12/29	

Fundraising: No | For Grades: All | No Cancellation: With

Tasks

- Sell Scrip After Masses - St. Michaels Church, Saturday and Sunday shifts
- Sell Scrip After Masses - St. Mary's Church, Sunday shifts

6. The **Task Registration** page outlines the details, such as expectations, contact person, and time commitment.

Task Registration

Selling Scrip After Masses

Coordinator: Annie Berthoume

This Volunteer Activity is for selling Scrip Cards after masses. Please sign up for one or more shifts to sell Scrip cards.

Task ID: St. Charles Catholic Volunteer Team

Sell Scrip After Masses - St. Michaels Church, Saturday and Sunday shifts

Task Hours: 8.50 | People Needed/Shifts: 17
 Bonus Hours: 0.50 | Coordinator: Annie Berthoume
 Location: St. Michael's Church

Description: This volunteer position is responsible for setting up, selling, and securing Scrip cards after masses.
 Please set up a few minutes before the start of the volunteer task.
 NOTE: each shift is only for 10mins. You start at the specified start time, but you only need to stay for 10mins (ignore the end time). The end time is just so you will register 20 mins of service hour credit.

Registration	Start Time	End Time	Option	People	Hours
Sep 23, 2017 Credit On Sep 23, 2017					
	06:30 PM	07:00 PM	<input type="checkbox"/>	0 / 1	0.50
Sep 24, 2017 Credit On Sep 24, 2017					
	08:15 AM	08:45 AM	<input type="checkbox"/>	0 / 1	0.50
	10:15 AM	10:45 AM	<input type="checkbox"/>	0 / 1	0.50
	12:00 PM	12:30 PM	<input type="checkbox"/>	0 / 1	0.50
Sep 30, 2017 Credit On Sep 30, 2017					
	06:30 PM	07:00 PM	<input type="checkbox"/>	0 / 1	0.50

7. To sign up for a specific task, click the checkbox on the right and click **Register**.

Be sure to choose the Task that lists the date/time you desire.

Note: you are able to select multiple boxes if you wish to volunteer for multiple shifts.

Sep 23, 2017	06:30 PM	07:00 PM	<input type="checkbox"/>	0 / 1	0.50
Sep 24, 2017	08:15 AM	08:45 AM	<input type="checkbox"/>	0 / 1	0.50
	10:15 AM	10:45 AM	<input type="checkbox"/>	0 / 1	0.50
	12:00 PM	12:30 PM	<input type="checkbox"/>	0 / 1	0.50
Sep 30, 2017	06:30 PM	07:00 PM	<input type="checkbox"/>	0 / 1	0.50

8. The final step, **Please Confirm Your Task Registration**, will appear. Your name will appear in the "1st Person" field. You can enter additional people, such as family, as needed. Click **Confirm**.

Please Confirm Your Task Registration

Selected Schedules: Sep 23, 2017 06:30 PM 07:00 PM

Total Hours: 0.50

1st Person: Your Name

2nd Person:

3rd Person:

Comment:

9. A green box will appear in the lower right of the screen confirming your registration. You will also receive a confirmation email.

✓ 1 Schedules Registered. ✕

10. When finished, you will need to Logout. Click **Logout** in the top right corner.