

URGENT REMINDER: Log your volunteer hours for the 2017-2018 school year by **Thursday, May 17th**, at a special volunteer site using the steps below:

Step 1: Using the Firefox browser login into: <https://focus.pcsb.org/volunteer>

Step 2: Sign on to the Volunteer System using your v. account

Username: (v. last name first initial – all lowercase)

Username: *Example:* v.smithd

Password: Last Name (first letter capitalized) immediately followed by 4-digit birth year

Password: *Example:* Smith1975

Click Submit

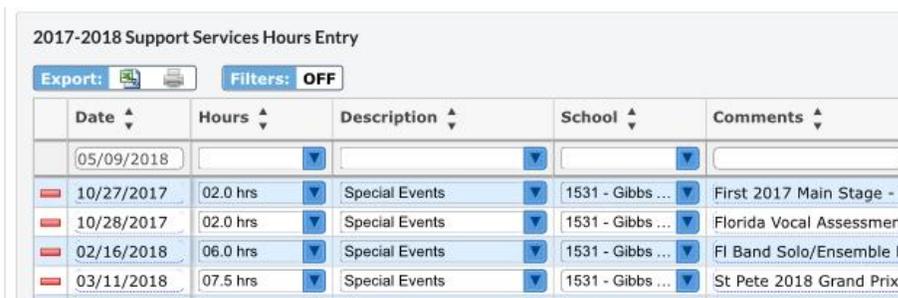
If you are having trouble with your login or need a v. account, contact

Nia McElroy

Family & Community Liaison
Gibbs High School
(727) 893-5452 x 2009
mcelroyn@pcsb.org

Step 3: Go to the top left section at **Volunteer Hours** and [Click Here](#) to enter volunteer hours

Step 4: PCCA FanClub volunteer activities are logged under support services. On the **Description** drop-down select **Special Events**. See example below:



2017-2018 Support Services Hours Entry

Export:   Filters: OFF

Date	Hours	Description	School	Comments
05/09/2018				
10/27/2017	02.0 hrs	Special Events	1531 - Gibbs ...	First 2017 Main Stage - 1
10/28/2017	02.0 hrs	Special Events	1531 - Gibbs ...	Florida Vocal Assessment
02/16/2018	06.0 hrs	Special Events	1531 - Gibbs ...	Fl Band Solo/Ensemble F
03/11/2018	07.5 hrs	Special Events	1531 - Gibbs ...	St Pete 2018 Grand Prix

Important to save hours – Press **Return (enter)** to save a row. The line will move down in the table, clearing out the top row for a new entry. Then press **SAVE**.

Thank you for all your volunteer work and supporting Gibbs High School by logging this information.