

1st web page after signed in.

portal.onvolunteers.com

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# St. Joseph's School Parent Participation

How-To Switch To Admin Portal Logout

Home Activities Announcements Messages Reports

Activities Ad hoc Task Verification

| Task                                 | Shifts  | Hours | Start  | Sign up by |
|--------------------------------------|---------|-------|--------|------------|
| Daily Traffic Controller - Oct. 2017 | 0/70    | 17.50 | Oct 02 |            |
| Shop Easy Volunteers - Oct. 2017     | 20/78   | 29.25 | Oct 02 |            |
| Hot Lunch Services - Oct. 2017       | 4/57    | 14.25 | Oct 02 |            |
| Students Supervision - Oct. 2017     | 145/232 | 28.04 | Oct 02 |            |

See Tasks by Activity >

Username: pnguyen@novapole.com

**My Volunteers Hours** View Detail  
Target Hours: 50.00 Total Hours: 0.00 Finished: 0.00

**Required Hours \$ Value:** \$600.00

**My Tasks:** 0 **My Events:** 0

My Profile >

My Activities Upcoming Finished

| Task | Hours | Date | Status |
|------|-------|------|--------|
|------|-------|------|--------|

Unread Messages

| Subject | Received | Sent By |
|---------|----------|---------|
|---------|----------|---------|

2nd web page

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# St. Joseph's School Parent Participation

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## Ad hoc

+ New Ad hoc Request

My Requests 2017-2018 Pending Keyword Search

| Type      | Sender | Description | Hours | Sent On |
|-----------|--------|-------------|-------|---------|
| No Result |        |             |       |         |

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Select "New Ad Hoc Request"

Click here to select: "Pending" requests; "Approved" requests; or, "Denied" requests;

Click here to "update" or "refresh" the list of Ad Hoc requests.

3rd web page



# St. Joseph's School Parent Participation

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## Ad hoc Request

Ad hoc Type: Un-Scheduled Task

For Activity: Library Assistants

Description:   
Volunteering in school library

Task Date: 2017-09-27

Total Hours: 0.75

[Submit Request](#)

click the "arrow" to choose the type of activity.

enter detailed descriptions of the volunteering task completed.

enter date when the task was completed;

enter the time in hour(s);  
for example, 0.5 = 1/2 hour or 30 minutes;  
0.75 = 45 minutes;

click here to submit.