

1st web page after signed in.

portal.onvolunteers.com

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St. Joseph's School Parent Participation

Activities Tab

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	

Select "Ad Hoc"

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
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Unread Messages

Subject	Received	Sent By
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2nd web page

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St. Joseph's School Parent Participation

Select "New Ad Hoc Request"

Home Activities Announcements Messages Reports

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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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

[Start Guide](#) [Coordinator, PEC Participation](#) [How-To](#) [Switch To Admin Portal](#) [Logout](#)

[Home](#) [Activities](#) [Announcements](#) [Messages](#)

Ad hoc Request

Ad hoc Type: Un-Scheduled Task

For Activity: Library Assistants

Description: **Helvetica Neue** 14 **A** **B** *I* U

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.