Issaquah High PTSA: Volunteer Guidelines 2015-16 DRAFT

*Acting Volunteer Coordinator: Valerie Yanni*

A) Volunteer Cooordinator – Valerie is acting volunteer coordinator and will set up report access on Our School Pages for committee chairs. We are currently looking for a permanent volunteer coordinator. Since most of the current year’s job has been completed, this person would train into the position and serve for the remainder of the 2015-16 school year as well as the 2016-17 school year.

* VPs, please review your committees to see who might need lists of volunteers
* Ensure you are engaging with your committee chairs well prior to your event to ensure they will have the volunteers they need
* If someone finds they do not have access to a report they need, contact her at [valerie.yanni@gmail.com](mailto:valerie.yanni@gmail.com).

B) Do you need volunteers?

PROCESS: Volunteer reports are accessible through IssaquahHighPTSA.org. Log into your account then access the reports under “Admin” then “Reports” then “Managed Shared Reports”. Reports can be downloaded in excel format and then emails can be copied into your signup.

STEP-BY-STEP:  
-Go to [issaquahhighptsa.org](http://issaquahmiddleptsa.org/)  
-Log in to your account (use the same email address and password you used to sign up for PTSA this year)  
-After logging in, click admin (find this in the upper right hand corner)  
-Click Reports, then Manage shared reports  
You should see two reports you have access to: Volunteers – Specific Committee (or whatever the name is of your specific committee i.e. Staff Appreciation) and Volunteers - One Time Events  
-Go into Volunteers – Specific Committee by clicking the name of the report  
(This report will get updated periodically by people signing up throughout the year, so each time you need people to volunteer or to bring items for hospitality, you should check if anyone new signed up by clicking on the words 'sign up date' on the top column. If you click a second time, you should see the people who most recently signed up. Please include newly signed up volunteers; these could be new families we want to be involved in the school.)  
-To download email addresses to copy into your signup or an email, click on the orange 'filter' button. Untick everything but email address and click 'apply'.  
-Click the pink 'download' button which will create an excel file for you.  
-Select the email addresses you want to copy and copy and paste as needed. Please always bcc people in an email for privacy purposes  
-If you want to save the downloaded file, go to 'save as' and save as an excel file (not a csv file).  
-These email addresses and other contact information are to be used for PTSA reasons only and are not for personal or business use.  
  
Follow the same steps to access the Volunteers - One Time Events report, but keep in mind these are people who requested to get all emails for single event opportunities at the school, so these names can also be used, but there will be some of the same people on each report.  I'm trying to figure out a way to merge the two reports in excel format while deleting duplicate names. In the past, I have just copied the one set of info into the other excel file, sorted the data by email address, and just looked through the names by hand, deleting duplicates that way. There must be an easier way, though. Any sugestions, contact [valerie.yanni@gmail.com](mailto:valerie.yanni@gmail.com).

C) Do you need to create a sign up?

There are 4 ways that committee chairs have been creating signups:

1. In SignUp Genius ([www.signupgenius.com](http://www.signupgenius.com)) – recommended way. If you do not know how to use this website, there is a screenshot tour at www.signupgenius.com/how, or you can contact Valerie Yanni (after taking the screenshot tour) for assistance.
2. If the prior committee chair created a SignUp Genius to get volunteers, then contact them and have them transfer their old Signup Genius to you:  
     
   -The prior committee chair should, log into Signup Genius  
   -click on Sign Ups (upper left corner)  
   -make sure they are on the Created tab (middle upper area)  
   -click the orange gear icon (see screenshot below- upper middle)  
   -click on Show Sign Ups in the Past (see screenshot below)  
   -click on save button  
   -click the two opposite arrows (transfer -see screenshot below)  
   -locate the correct signup by clicking on Show Older Sign Ups Also  
   -select that sign up by clicking the tic box to the left of it  
   -put the new committee chair’s email (who it should be transfered to) in the email address box below it and click continue  
   -follow the remaining instructions
3. In Volunteer Spot ([www.volunteerspot.com](http://www.volunteerspot.com)) – there is a Demo and a Video Tour under See How It Works on their main page. You can contact Valerie Yanni for further assistance after completing the Demo and a Video Tour.
4. In Google Docs (through your gmail account) –
5. As an email only – if you are only looking for a few volunteers, then you can just email the volunteer list you got from the reports. Please use bcc (blind carbon copy) to ensure our volunteers’ privacy. If you are not sure how to do this, please contact Valerie.

D) Let’s respect our volunteers’ time and be fair.

1. Use volunteer lists first and friends second – Volunteers have actively signed up to try to get involved and be engaged in the school. Please utilize the volunteer lists from the reports instead of emailing all your friends first. This will ensure a fair ‘first come, first served’ way of people signing up. If VPs are aware that this concept is not being followed, please speak to your committee chairs, or have a conversation with the Volunteer Coordinator or Presidents.

2. Try to schedule the right amount of volunteers - If there are too many volunteers, please consider calling people and giving them the option of not coming in to volunteer or allow people to leave if you don’t have work for them. Some volunteers have taken off work or secured a babysitter for younger children in order to volunteer. Respecting their time, by researching the volunteer need and ensuring the correct amount of volunteers, is extremely important. Allowing friends to show up and assist without actually signing up takes away the opportunities of the people who followed the process. If you have any questions or comments regarding this issue, please talk to the Committee Chair, their VP, the Volunteer Coordinator or the Presidents.

3. What to tell your volunteers

a) All Issaquah School District volunteers must register through [Issaquahvolunteers@hrmplus.net](mailto:Issaquahvolunteers@hrmplus.net) which will run background check and ‘approve’ a volunteer, once all information is received and background check is clear.

b) parking

c) signing in at office

E) Do you need further help?