

Student Community Service Tracking

Using EZVolunteer To Track Student Volunteers

Does your district have a community service requirement for graduation, or a program or club that encourages students to volunteer their time? Do you want to know which students are actively participating and how to setup your EZVolunteer system so you can track which student volunteers are working at which campuses and on what activities?

This article covers three major parts of putting EZVolunteer to work for tracking student community service. First, creating opportunities at primary schools where your students will volunteer within your district. Second, creating opportunities at secondary schools where your students are enrolled. Third, instructing your students on how to use EZVolunteer and our EZVKiosk to track their volunteer/community service hours.

To use EZVolunteer for student volunteer tracking in this way means that your students need to register as volunteers. Students should be instructed to choose their secondary school as their REGISTERED school and in-district schools where they will be volunteering as PREFERRED schools. You should also create an Opportunity Type for **Student Community Service** and instruct your students to select this as one of their preferences during registration.

NOTE: Student volunteers who register and are under-18 will be placed in the Review From Real Time Screening background list with PENDING status so someone in Volunteer Services or HR can verify they are enrolled as students in your district.

Setting Up Primary School Opportunities

If students will be volunteering at elementary schools in your district you should create one or more opportunities at each elementary school where they will spend their time. Each opportunity should be named for the club or program with which it is associated. It should be classified as a **Student Community Service** opportunity type and should be scheduled as a recurring opportunity that runs all school year.

To create an opportunity follow these steps -

1. From the school's Opportunity List page choose ADD OPPORTUNITY.
2. Select DISPLAY KIOSK so this opportunity will appear in the school's EZVKiosk when students sign-in, so they can select it as the activity for which they are volunteering. *Do not select AVAILABLE or MATCH ALL, as this opportunity is only for student volunteers.*
3. Type an Opportunity Name that describes the activity - for example, NHS STUDENT VOLUNTEERS.
4. Choose the **Student Community Service** opportunity type created for your school district. This will help classify the opportunity and the volunteers who participate so district administrators can run reports district-wide.
5. Type a location and description that best explains the nature of this activity.
6. Set the schedule as RECURRING with a Start Date at the beginning of the school year from start of the school day to end of the school day. The Recurrence Pattern should be **Daily - Every Weekday** and the Range Of Recurrence should be set to end on the last day of the school year. *Do not add this opportunity to your Calendar.*
7. You can leave the Opportunity Coordinators and the Thank You page settings blank.
8. Click the SAVE button and if you are creating a separate opportunity for different programs or clubs click the COPY OPP button to create a duplicate of this opportunity with a different name.
9. After copying the opportunity click the FINISH button to return to your list.

You may want to edit some of the setting for each of the copied opportunities to ensure they accurately describe the activity.

Once you have all the Student Community Service opportunities setup at your school you may want to place a note next to your EZVKiosk to let student volunteers know they should select their program or club activity when they sign-in so you can track which students are volunteering, when they volunteer, and how much time they are spend volunteering at your school.

NOTE: For more details on creating opportunities refer to our knowledge base article [“Using Opportunities At Your School - Adding Opportunities”](#).

Setting Up Secondary School Opportunities

The same process of setting up opportunities should be applied at any secondary school where students who will be volunteering are enrolled. However, there are some small but important differences.

The first difference is you should assign the sponsor of a program or club as the opportunity coordinator (OpCo) for the opportunity where they are working with student volunteers. This will allow the sponsor to sign-in to the Admin Console of EZVolunteer and see their program or club opportunity, as well as run reports on hours across the district for their students. They will not receive the system notifications that campus Volunteer Coordinators (VolCo) receive.

The second difference is that after creating a program or club opportunity, you should MATCH student volunteers to the opportunity where they are a member. If they are members of more than one club you can MATCH them to each one. This will ensure they can easily record the hours they volunteered. This is useful if they volunteer outside the primary schools in your district that have Student Community Service opportunities.

NOTE: Program or club sponsors must first be registered as a volunteer in EZVolunteer before being assigned as an Opportunity Coordinator. When registering they should select STAFF as one of their Volunteer Affiliations so that a background check is not run. They should also be instructed to select their secondary school as their REGISTERED SCHOOL.

To assign a club sponsor as an Opportunity Coordinator follow these steps -

1. On the Opportunities List page for your school click the name of the Opportunity where you want to assign the sponsor. This will display the Details page for the opportunity.
2. Scroll to the section for Opportunity Coordinators and click the **ASSIGN COORDINATORS** button. This will display a list of all your school volunteers.
3. Type the last name of your sponsor in the LNAME column. This should display their record.
4. Select their record by checking the box next to their name
5. Click the **ASSIGN** button to assign them as the Opportunity Coordinator. If there is more than one sponsor you can repeat steps 3-5 for each additional person.
6. After assigning your Opportunity Coordinators click the **BACK** button to return to the Details page.

7. Click the **FINISH** button to return to your Opportunities List page and repeat the process to assign sponsors of other clubs to the appropriate opportunity.

To MATCH student volunteers to a program or club opportunity follow these steps -

1. On your Volunteer List page use the 'Choose A Filter' drop-down menu to filter your list to just students by choosing the STUDENT Affiliation.
2. If your list is still longer than one page, after filtering, type the student's last name in the LNAME column to search for their record.
3. Select the student volunteer by checking the box next to their name
4. Repeat Steps 2 & 3 for each student you wish to MATCH to a specific opportunity
5. After selecting all student volunteers use the 'Choose An Action' drop-down menu and select MATCH OPPORTUNITY and click GO
6. Choose the Opportunity name to which you want to Match the students and click MATCH.

Repeat this process to assign students to each of the program or club opportunities at your school.

NOTE: For more details on creating opportunities refer to our knowledge base article [“Using Opportunities At Your School - Adding Opportunities”](#).

Instructing Students On Using EZVolunteer

Once you have set-up the opportunities at your primary schools and secondary schools your program or club sponsor will need to instruct students on how to sign-in to their account, to the primary school EZVKiosk and which opportunities to select for recording volunteer hours.

NOTE: If a student is not already registered as a volunteer they need to do so before any of the instructions on using EZVolunteer will make sense.

Signing in to Primary School Kiosks

When students who are volunteering at a primary school arrive at that school they should sign-in to the schools EZVKiosk either with a Volunteer name badge or using the Manual Sign-in and typing their Username and Password.

Once signed-in the EZVKiosk will display the START VOLUNTEERING page. From the **ACTIVITY** drop-down menu students should choose the appropriate Opportunity for their program or club and then click **START**. This will start the clock on their volunteer work at the school, while also Matching them to the selected activity.

It is important that the student volunteers sign-out when they leave the primary school so the hours are accurately logged on their record.

Recording Hours On A Student's Volunteer Account

If a student volunteer spends time volunteering at locations other than the primary schools where they are signing in via the EZVKiosk, or if your district is not using the EZVKiosk at your schools they can still record their hours.

To do this student volunteers should be asked to follow these steps -

1. Go to the EZVolunteer login page. This may require that they navigate to the login page from the school or district website.
2. Sign-in with their username and password. If they cannot remember their password they can use the 'I Cannot Login' link to have EZVolunteer send it to them.
3. Once logged in go to **Volunteer > Hours**
4. The High School opportunity to which they are matched should displayed in the Matched Opportunities section of the page. They can click the name of the opportunity to see the schedule.
5. For the date they volunteered they should type the number of hours and any comments about their activity (e.g. - volunteered at homeless shelter).

If they volunteered at a primary school but didn't sign-in via the kiosk they should choose the school name where they volunteered under the **Generic School Activities** section of the page and then choose the date they volunteered and type the number of hours they volunteered.

They should also include a comment about the program or club for which they are volunteering, as these hours won't be recorded on the primary school's Student Community Service opportunity.

What Sponsors/Opportunity Coordinators Can Do In EZVolunteer

After being assigned as an opportunity coordinator the program or club sponsor can sign-in to their EZVolunteer account and access the administration console of the system. They will be limited to viewing opportunities for which they are the assigned coordinators, along with any other modules or functions associated with the 'Opportunity Coordinator' role.

As a coordinator the sponsor can view the Opportunities List page and see the number of volunteers that are matched to their opportunity. If they click the #Volunteers for their opportunity they will see the list of students matched to the opportunity. To add more student volunteers to the opportunity they should follow these steps -

1. From the Matched Volunteers page change the Status filter from **MATCHED** to **ALL**, which will display all volunteers at the school.
2. Type the student's last name in the LNAME column of the table.
3. Select their record by checking the box next to their name.
4. From the Action drop-down choose Match (No Email), which will match the student to the opportunity without sending them a confirmation email.
5. After matching any missing students to the opportunity the sponsor can return to the list of matched students by changing the Status filter from ALL back to MATCHED.

The sponsor can also view the number of hours students have recorded to the volunteer opportunity and record hours on their behalf.

For an individual volunteer this can be done by clicking their last name and then typing the number of hours and comments for the volunteer.

To record hours for multiple student volunteers the sponsor can click the TIMESHEET button. This will display a daily timesheet with all matched volunteers listed. They can navigate to the date they want to record hours and then type hours for any/all student volunteers.

Finally, the sponsor can run a report on all volunteer hours recorded by a student in the program by going to Reports (Chart icon) and choosing **EZVolunteer > Hours**. This will display the Hours Report settings page. To report on a student/students hours the sponsor should follow these steps -

1. For Report Layout choose '**Daily Time Log**'. This will provide the most detailed report on hours logged by student volunteers.
2. Under the VOLUNTEER section click the **SEARCH VOLUNTEERS** button. This will display a list school volunteers.
3. Select the student(s) for the report by typing their last name in the LName column and checking the box next to their name. The sponsor can choose one or multiple volunteers to report on this way.
4. Click the **FINISH/RETURN** button to return to the Hours Report Settings page.
5. To generate the report click the **EXPORT TO EXCEL** button at the bottom of the page.

This will create a report with separate entries for each day and at which schools the selected volunteers have recorded hours.