

Classroom Teachers And Volunteers

Summary

If your teachers need volunteers in their classroom or for class events, like parties, field trips or other project-based activities, you now have a new tool in your EZVolunteer software. With the 2017.6 release we have created a template you can share with your school volunteer coordinators and they can make their own copy for their classroom teachers.

With just a couple small adjustments you will have an online form to share with your school volunteer coordinator to help in setting up volunteer opportunities for a teacher or classroom and recruiting volunteers to sign-up. Here's how to use your 'Teacher Request Form' in EZVolunteer.

Sharing Your Teacher Request Form

We have added a new form named 'TEACHER REQUEST FORM' to your site. This form should appear on your **Forms List Page** when you access the forms module of your administration console. If you have a long list of forms and don't see the TEACHER REQUEST FORM using the search box to find it. If you can't find it, contact our customer support team and we'll get the form installed on your site.

Before you **Share** the form with your school coordinators you will want to adjust or verify a few settings. To do that click the form name and that will open the **Add/Edit Form** page.

1. **Active Dates** - You need to set these dates to the START and END date of your next school year. The form will not allow anyone to submit their response before the START or after the END date in the settings.
2. **Allow Anonymous** - Verify this option is **checked** so the system will allow teachers, who are not registered volunteers in your system to submit a form response.
3. **Instructions** - Make any adjustments to the wording that will appear at the top of this form when viewed by your teachers. These can be adjusted by each school after they make their own copy of the TEACHER REQUEST FORM.

4. **Thank You** - Make adjustments to the wording that will appear after a teacher submits their request. This can be adjusted by each school after they make their own copy.

Add / Update Form

Save

Cancel

Name

TEACHER REQUEST FORM

Copy

1

Active Dates

Starts : 4/3/2017

Ends : 6/30/2017

(starts/ends at midnight)

2

Allow anonymous response

☒

3

Instructions

Source

Font

Format

Size

Complete the following form if you have an event or program in your classroom or school and would like the school's Volunteer Coordinator to setup an opportunity and notify volunteers.

4

Thank You

Source

Font

Format

Size

Your request for volunteers has been emailed to the school's Volunteer Coordinator. If they have any questions they will be back in touch.

Otherwise your request will be turned into a Volunteer Opportunity, using the details you provided and the school's approved volunteers will be notified.

If your need for volunteers changes before the start date of your event or program, please contact your campus volunteer coordinator.

Email Responses To

Questions

DETAILS ABOUT YOU

Your Name:

Email Address:

Phone: (For volunteer contact.)

Grade/Class You Teach: (If not a classroom teacher, where do you work on campus?)

delete

DETAILS ABOUT YOUR VOLUNTEER NEEDS

Name of Event or Program:

Number Of Volunteers Needed: (Type 999 if you need all you can get)

Location Where Volunteers Are Needed: (Type grade & name if your classroom)

Date & Time When You First Need Volunteers:

Schedule For Volunteering: (If recurring, on what schedule are volunteers needed - eg Every Monday at 9AM until Dec 15th)

Brief Description Of Event/Program:

Event/Program Coordinator & Contact Details: (If you will not be contact)

Other Information: (Any other details about your event or program.)

Manage Questions

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After adjusting the settings be sure to **SAVE** your changes.

Now you need to **Share** this form with your schools. Sharing makes this form visible on the EZVolunteer admin console for each school interface (site).

If you are not using our **Enterprise** version you will not share this form with schools. Instead you will make a copy of the form for each school and make the school level adjustments for them.

Not sure if you have our Enterprise version? If you are using our EZVKiosk to sign-in volunteers and visitors at your school you should be using our Enterprise. Otherwise, you are setup with EZVolunteer / **Basic**. Contact customer support and they'll be able to answer your question.

To Share the form go back to your Forms List page and follow these steps -

1. **Select Form** - Check the box next to your TEACHER REQUEST FORM
2. **Choose An Action** - From the Action Dropdown menu choose the option Share Form(s).

The screenshot shows the 'Forms List' interface. At the top, there is a search bar and a dropdown menu labeled 'Choose an action' with a 'Go' button. Below this, a table lists various forms. The first form, 'TEACHER REQUEST FORM', is highlighted with a red border and a red circle with the number '1' next to its checkbox. The second form, 'AUSTIN - Signup For Concession', has a red circle with the number '2' next to its 'Choose an action' dropdown menu, which is open, showing options like 'Share Form(s)'. The table has columns for Form Name, Preview, Results, Export, URL, Responses, Status, and SI. The 'TEACHER REQUEST FORM' is marked as 'Active'.

Form Name	Preview	Results	Export	URL	Responses	Status	SI
<input checked="" type="checkbox"/> TEACHER REQUEST FORM						Active	
<input type="checkbox"/> AUSTIN - Signup For Concession						Inactive	
<input type="checkbox"/> February Library Volunteer Sign-up						Active	
<input type="checkbox"/> SAMPLE SIGNUP - One Day, Multiple Shifts					4	Inactive	
<input type="checkbox"/> SAMPLE SIGNUP - Multiple Shifts/Multiple Days					2	Inactive	

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After sharing your form it will display with a BLUE font on your Forms List page to indicate its status. It will also display in a BLUE font on the Forms List page for each school.

Adjustments At Each School

Each school will now have access to the form you Shared with them when they sign-in and access their Forms List page. They cannot edit the Shared form directly, so the first thing they need to do is make a local copy in their school interface.

Make A Local Copy

To make a local copy of the TEACHER REQUEST FORM, each school coordinator needs to go to the Forms Module and on the **Forms List** page click the name of the form. On the **Add/Edit** Form page they should click the **COPY** button next to the name.

A pop-up dialog will display where they can type the name of the new, local version of the form. We recommend something like '<School_Name> Teacher Request For Volunteers'.

The form name appears as the title of the web page where your teachers will access the form, so it's important the name of the form makes sense.

Localize For Your School

Once you have a local copy of the TEACHER REQUEST FORM you'll need to make a few adjustments to localize it to your school.

1. Make any changes to the Instructions that reflect how you work with teachers and volunteers. For example, if you send messages out weekly to request volunteers to sign-up then include that with the instructions.
2. Make any changes to the Thank You page so you can clarify how you will handle the teacher's request after it's submitted.
3. Add an email address for the Volunteer Coordinator, or other school staff member, who should receive the form response once submitted by a teacher.

After you make all the changes on the form use the **SAVE** button to return to the Forms List page.

Add / Update Form

Save Cancel

Name: Copy

Active Dates: Starts : Ends : (starts/ends at midnight)

Allow anonymous response: ☒

1 Instructions

Complete the following form if you have an event or program in your classroom or school and would like the school's Volunteer Coordinator to setup an opportunity and notify volunteers.

2 Thank You

Your request for volunteers has been emailed to the school's Volunteer Coordinator. If they have any questions they will be back in touch. Otherwise your request will be turned into a Volunteer Opportunity, using the details you provided and the school's approved volunteers will be notified.

If your need for volunteers changes before the start date of your event or program, please contact your campus volunteer coordinator.

3 Email Responses To:

Form responses are sent to the address included in Step 3 above, but you can also view/export the results from your Forms Module using either the RESULTS or EXPORT icon on your Forms List page.

To make the form available to your teachers you need to click the LINK icon on the Forms List page and copy the URL to wherever you are adding the link - either on an Intranet page for school staff or an email you send to your teachers.