

Entering/Leaving the Building

- 1) To enter the building, push the intercom button on the wall and stand in front of the glass window on the front doors, not the metal borders. Someone in the front office will ask through the intercom for your name and business with the school.
- 2) Have your driver's license (or some form of state id card that can be scanned, passports will not work) ready to be scanned at the office whenever you enter the building during school hours (even if you have already been scanned).
- 3) A badge will be printed for you to wear when your license has been scanned. You can not walk through the building during school hours without a badge on.
- 4) When you are ready to leave the building, let the office know so that they can sign you out of the system.

Logging Volunteer Hours

Raptor keeps track of every persons volunteer hours during the school year. When you volunteer at the school, the office will log the hours for you. To log out of school hours (ex. Baking at home; shopping for a party; Fall Festival), you can either come to the school and log the hours into the volunteer book at the front office or log them into the computer system on your home computer by following the instructions below (this will only work if your drivers license has already been scanned into the system as a volunteer).

- 1) Go to www.v-volunteer.com.
- 2) Either create a new account or sign in to a current account.
- 3) To log in your hours, click on the "log hours" button on the top left of the screen.

****Note****

If the program will not allow you to create an account, then the account might have been created when your license was scanned. If this is the case, select the "Forgot Password" button and type in your email address. V-Volunteer will email you a new password. If this does not work, please contact Kristin Mytyk in the front office.

Volunteer Events

When you sign into your account, you will see a list of events that require volunteers.

- 1) Select the event you are interested in.
- 2) Click the "Sign Up" button.