



# VOLUNTEER COORDINATOR SPRING 2024 NEWSLETTER

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## COORDINATOR REMINDERS

- If you haven't submitted your cell phone number and carrier to Lisa Wegener yet, please do so ASAP so you can receive text messages from her through VITAL Online.
- Remind volunteers that their hours must be logged by March 31. Those who volunteer outside of school hours or for high schools may need help manually logging their hours.
- Choose a TSD teacher or staff member to receive an award for most support and involvement in the volunteer program. Names are due March 14.
- Remind staff about April 30 deadline to have field trip chaperones registered.



## Upcoming Events

### APT STAFF APPRECIATION DAY

**January 31, Wednesday**

Administrative/Professional/Technical staff in the district are honored on this day. This includes principals and employees who work in the Administration Building and SSC Building.



### SWEETHEART CLASSIC RUN

**February 10, Saturday, 2:30 PM**

in downtown Loveland

Participants will run 4 miles to raise money for the TSD middle school and high school running programs.



### THOMPSON KIDS CAN CHANGE THE WORLD CONTEST

Every spring Thompson School District holds the "Thompson Kids Can Change the World" contest, which recognizes students who are making a positive difference in their community. Students submit ideas for projects they would like to implement at [Tsd.org/ChangeTheWorld](https://Tsd.org/ChangeTheWorld) starting **March 1**. The deadline is April 5.

### CHILDREN'S DAY

**March 7, Thursday, 1 PM - 3 PM**

@ Chilson Recreation Center, 700 E 4th St.

This free event will include touch-a-truck, recreational activities, and booths with educational activities, prizes, and information for children and their parents.

Visit [www.cityofloveland.org/ChildrensDay](https://www.cityofloveland.org/ChildrensDay) for more info.

### VOLUNTEER COORDINATOR SPRING MEETING

**March 14, Thursday, Noon - 1 PM**

@ TSD Admin. Bldg., 800 S. Taft Ave.

Obtain and bring information about your school's recognition event to this meeting. Pick up recognition materials for Volunteer Appreciation Week. **Receive required training for the new text messaging feature on VITAL Online.**

### VOLUNTEER APPRECIATION WEEK

**April 15-19, Monday - Friday**

Thompson School District will honor all volunteers this week through emails, signs, and treats.

### VOLUNTEER COORDINATOR APPRECIATION LUNCH

**May 2, Thursday, Noon - 1 PM**

@ Biaggi's Ristorante Italiano, 5929 Sky Pond Dr., Loveland  
Enjoy a special lunch to celebrate your hard work.

### TEACHER APPRECIATION WEEK

**May 6-10, Monday - Friday**

Thompson School District will honor all teachers this week.

### TSD RETIREMENT RECEPTION

**May 8, Wednesday, 5:00 PM - 6:30 PM**

@ Walt Clark Middle School, 2605 Carlisle Dr.

Thompson School District will celebrate those who are retiring in the district.

## Volunteer Coordinators Can Text Volunteers on VITAL Online

TSD has purchased a new service on VITAL Online for 2024. This new service adds a feature which allows volunteer coordinators to be able to text their volunteers with opportunities and information. All currently registered volunteers must provide their cell phone number and carrier in order for coordinators to be able to send them texts through notices. Lisa will send emails to all volunteers about this service with a link to a form to fill out. However, volunteer coordinators will also need to talk to volunteers at their individual schools about submitting this information online in order to help obtain responses. New registrations need to list the information and click verify when they register. Training for how to use the new texting feature on VITAL Online will be provided at the Volunteer Coordinator Spring Meeting on March 14. **No one is allowed to text volunteers until they have received the training** so that TSD follows rules for messaging volunteers. If you are unable to make it to the meeting, you will need to schedule a time with Lisa to get the training.

## Helpful Hint

To see each person who has volunteered at your school, their hours, and total volunteer hours for your school, follow the steps below on VITAL Online.

1. Click on the picture of the bar graph at the top of the screen (the reports feature).
2. Click the "EZ Volunteer" Tab.
3. Click "Hours" on the menu.
4. For "Report Layout" click on "Total Hours."
5. For "Locations" click on your school.
6. For "Hours Calculated From" click the small circle that says "Only Selected Location."
7. Scroll down to "Date Range" and type in the dates of 7/1/22 to current date.
8. Click "Generate Report." You can then export it to Excel on the right side of the screen.

