

**VOLUNTEER**  **NOW**®



School Volunteer  
Guide

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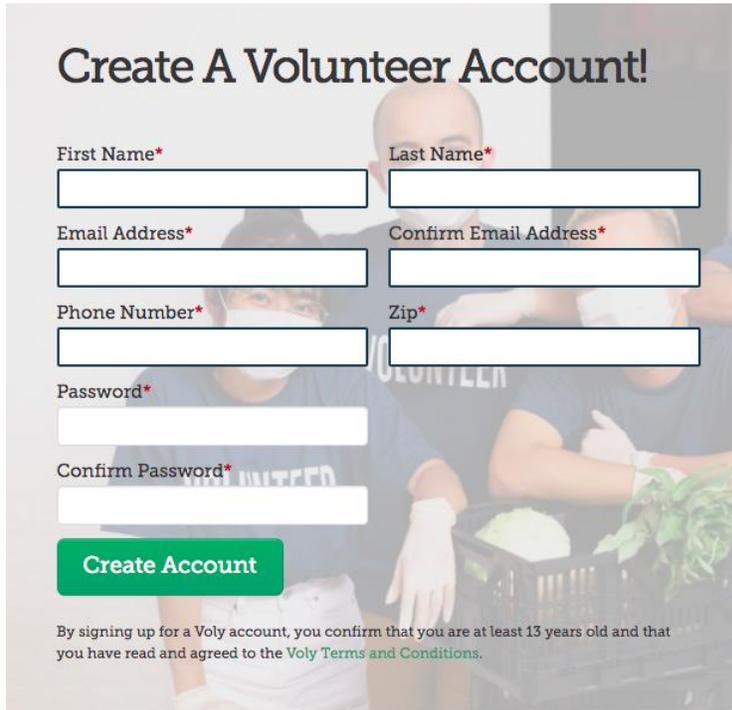
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## Create an Account



**Create A Volunteer Account!**

First Name\*  Last Name\*

Email Address\*  Confirm Email Address\*

Phone Number\*  Zip\*

Password\*

Confirm Password\*

**Create Account**

By signing up for a Voly account, you confirm that you are at least 13 years old and that you have read and agreed to the [Voly Terms and Conditions](#).

- Go to your district's VOLY site:  
ex: [https://\(districtname\).voly.org](https://(districtname).voly.org)
- Create a Voly account:
  - Name
  - Email address
  - Phone Number
  - Zip
  - Password
- You must be 13 years or older to create an account

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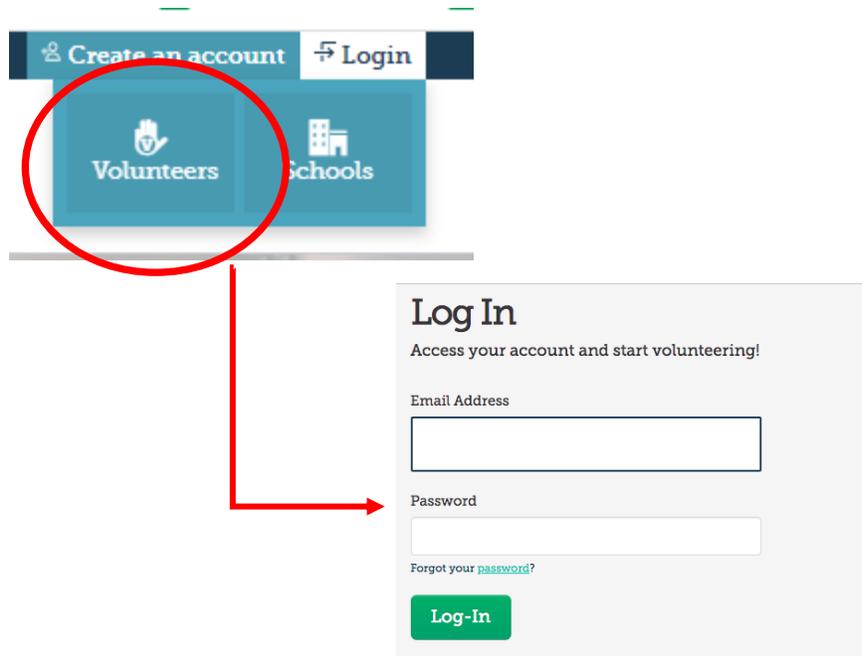
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## Where to Login to Active Account



- Enter your Email Address and Password (created when you set up VOLY account)
- Click Log-In

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# Forgot Your Password?

Log In  
Access your account and start volunteering!

Email Address  
howard@gmail.com

Password

Forgot your password?

Log-In

Forgot Your Password?

Enter your **email address** below and we will send you a new password.

Enter your email address.

Send Me A New Password!

[Cancel and return to log in](#)

- Look under the Password box
- Click "**Forgot Your Password**"
- Type in your email address
- Click "**Send Me A New Password**"
- Check your email for the new password (check junk/spam folder)
- **NO ACCESS?**
  - Check URL
  - Correct email?
  - Need more help? <https://vol.cayzu.com>

**Helpful Hints:**

*Passwords are case sensitive.*

*If you cut and paste a password, be sure there are no extra spaces before or after.*

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# Explore the Volunteer Dashboard



## My Applications

Complete all required documents to volunteer

## My Opportunities

Calendar and list of all opportunities signed up for

## My Hours

List of opportunities with hours logged

## My Teams

Create/manage group of volunteers to volunteer with

## My Profile

Manage profile information

# Find Opportunities



## Causes

Find opportunities in your area of interest

## Teams

Create a private or public group to volunteer with others

## Opportunities

Search all the opportunities that are available

## Schools

Search for opportunities on different campuses

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# My Applications

**1** You have not met all the requirements in order to volunteer. See [what you still need to complete your application.](#)

**MANAGE MY APPLICATIONS**  
My Applications

## Volunteer Instructions

Thank you for your interest in volunteering for the Dallas ISD. To get started please complete a volunteer application! Click the link below to begin:

**2** [Click Here To Complete My Requirements](#)

**3**

Requirement	Status	Expiration Date	
Volunteer Type	<b>Active</b>	Never Expires	<b>Update</b>
Dallas ISD Volunteer Application	<b>Not Completed</b>	-	<b>Submit</b>
Fanned School List	<b>Not Completed</b>	-	<b>Submit</b>
Orientation	<b>Not Completed</b>	-	<b>Submit</b>
Background Check Consent	<b>Not Completed</b>	-	<b>Submit</b>

**4**

1. This message will display until all requirements are met, including an **approved background check**
2. Clicking on this link will bring you back to this page to view statuses of all documents
3. This is a list of all documents required to volunteer with the district – all statuses must be **GREEN** for you to sign up for a volunteer opportunity; ***the list of documents required will be different from district to district***
4. *Volunteer Type* – choose the volunteer type that best describes you

 You will be able to resubmit/update documents after the first time they are submitted

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## Background Check Consent

Volunteer Information

---

Legal First Name*	Legal Middle Name*	Legal Last Name*
Test	none	Account

Date of Birth\*

Address Information

---

Street Number*	Street Name*

City*	State*	Zip*

I agree to the [Consent for Criminal Records Check and the Terms and Conditions](#) of this application. I understand that my application will not be processed unless I agree to these terms.

Save & Continue

- Use your legal name when filling out the Background Check Consent
- If you **DO NOT** have a middle name, enter "None"
- Enter current address
- You must consent to the background check
- You will receive an email, stating if you are approved or need to contact the administration for more information
  - *Check your spam/junk folder if you do not see the email in your Inbox*

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# Orientation



- You must watch the entire video
- Sign the e-signature at the end of the video

***\*\*Not all districts will have an orientation***

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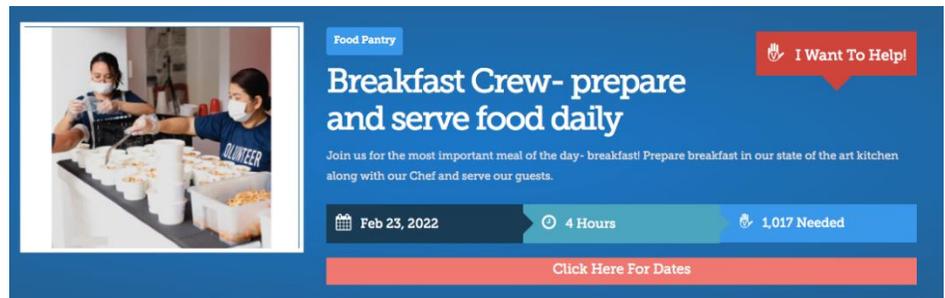
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# Sign Up for an Opportunity



The screenshot shows a volunteer opportunity card for a 'Food Pantry'. The title is 'Breakfast Crew- prepare and serve food daily'. Below the title, it says 'Join us for the most important meal of the day- breakfast! Prepare breakfast in our state of the art kitchen along with our Chef and serve our guests.' There is a red button that says 'I Want To Help!'. At the bottom, it shows a calendar icon for 'Feb 23, 2022', a clock icon for '4 Hours', and a person icon for '1,017 Needed'. A red button at the very bottom says 'Click Here For Dates'. On the left side of the card, there is a photo of two people wearing masks and aprons preparing food in a kitchen.

- Click on the opportunity to learn more
- Click “I Want to Help’ to sign up
- Select the days/shifts you are available from the calendar; depending on how the opportunity was set up, there could be a calendar, list of shifts, or a yes/no confirmation
- Check your email for a confirmation email – an opportunity can require the campus to approve you OR can be auto approval – be sure to check for the approval email

***\*\*You must have completed all required documents to sign up for an opportunity***

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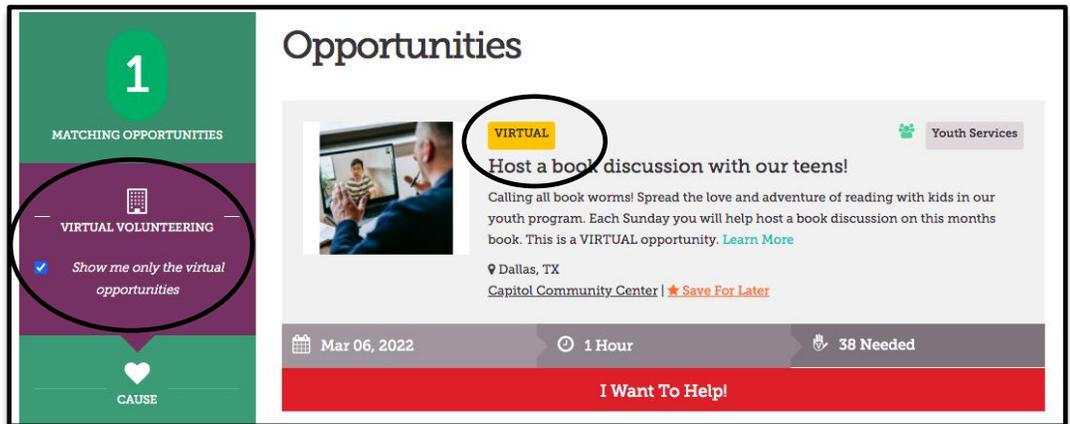
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# Find Virtual Opportunities



Discover **Virtual Opportunities** under “Find Opportunities”. A filter is available to find Virtual Opportunities quickly and the opportunities will be marked in yellow as “VIRTUAL”



- To complete a Virtual Opportunity, go to “**My Opportunities**” on your volunteer dashboard (you must be logged into your account)
- Your opportunities are listed on the calendar and below the calendar
- Under the calendar you will see a “**Complete Virtual Volunteering**” button on the opportunity. Click this button to be awarded hours.

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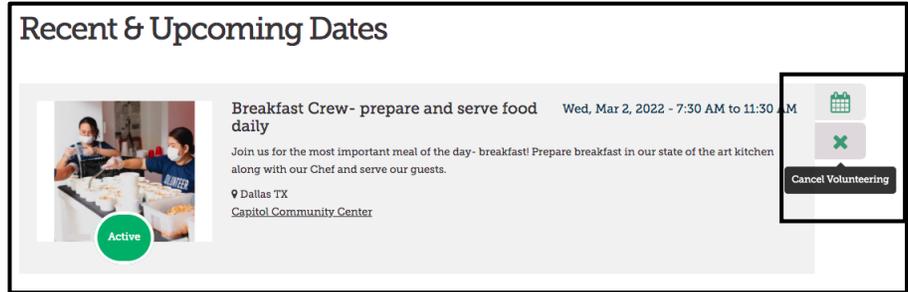
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# Cancel Opportunity



- To cancel your opportunity or shift, log into your volunteer account and click **"My Opportunities"**
- Scroll to the bottom of the calendar and **click the "X"** on the opportunity you need to cancel. This will notify the agency.

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# Volunteer Hours

My Applications
My Opportunities
My Hours
My Teams
My Profile

## Track Hours

Track and manage the hours logged.

Export Hours
Log Hours

Date Volunteered	Agency/Opportunity	Hours Logged		
September 01, 2020	Test Virtual	1.00	<a href="#">edit</a>	<a href="#">remove</a>
Total:		1		

- Navigate to “**My Hours**” to view all hours recorded from opportunities (You must be logged into your volunteer account to view)
- The agency must check you into the opportunity for your hours to be posted
- All hours from Virtual Opportunities can be viewed here as well

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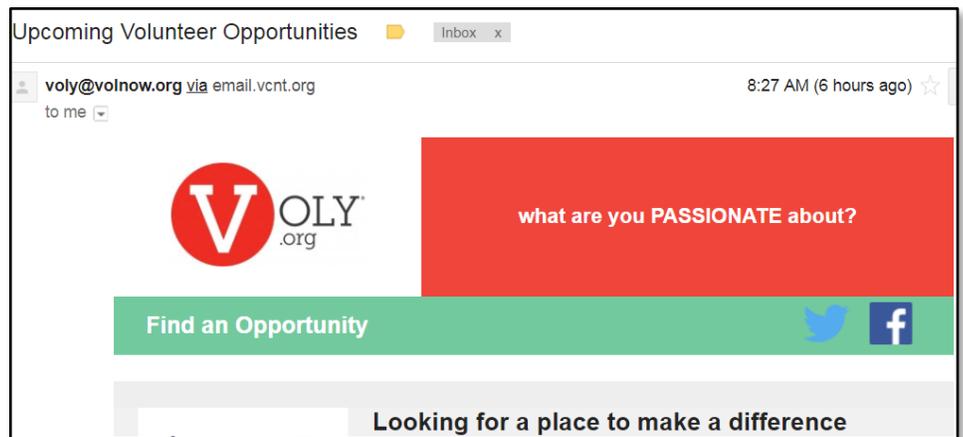
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# Weekly Reminders



Your volunteer help is important to the success of our mission.

You will receive an email once a week to remind you of your upcoming opportunities and suggest additional ways you can get involved.

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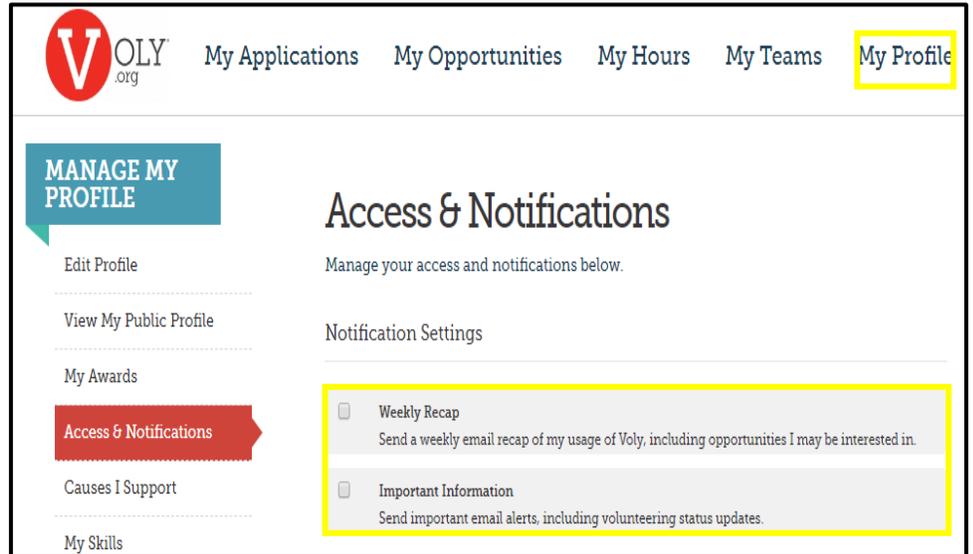
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# Unsubscribe



## From your Dashboard:

- Click on "**My Profile**"
- Select "**Access & Notifications**"
- Uncheck the "**Weekly Recap**" and "**Important Information**" boxes

## From a Voly email:

- **Click the unsubscribe link** in the email
- This will take you directly to "**Access and Notifications**" (if you are logged into your account); if not logged in, you will need to login and follow instructions above
- Uncheck the "**Weekly Recap**" and "**Important Information**" boxes