

Dear Volunteer,

Thank you for volunteering your time.

We have a unique program for our volunteers – it's called Virtual Volunteer. As one of our volunteers, you can sign in to Virtual Volunteer from any computer with an internet connection to keep track of your *after hours* or *off campus* volunteer hours. Simply go to: www.v-volunteer.com. Instructions are on the other side of this flyer.

You must have a volunteer profile set up in our VSoft security software (in the main office) with an email address listed.

You can have your volunteer profile set up **two ways**.

Contact Paul Tinsley, Parent Volunteer Coordinator, ptmt96@aol.com and we'll be more than happy to have it set up for you so that you can begin logging your hours from home. I will need the following information to set it up:

- First & Last Name
- Birth date
- Email address

Or the next time you visit our school, let the person at the switchboard desk in the main office know that you need to set up a volunteer profile and give them your driver's license. Remember to give them your email address. Once it's set up, you can begin using Virtual Volunteer.

When **volunteering during school hours in the building**, please make sure you let the person at the switchboard desk in the main office know that you are a volunteer and to log you in as a volunteer. If your ID badge does not say "Volunteer" on it then your hours are not getting logged.

Please let me know if you have any questions.

Thank you,

Debby Stickney
Business Manager
Arundel High School
410-674-6500

