

## Patriot Volunteer Program

*“We make a living by what we do, but we make a life by what we give.”*

— *Winston Churchill*

**W**e value our parent volunteers and you are always welcome and needed in our school. Volunteers are a vital part of the success of Gordon Elementary School. We expect the extraordinary and you can help us make it happen. If you would like to become a volunteer, please stop by the front office and pick up a volunteer application packet. We will be happy to answer any questions you may have regarding the volunteering experience. Volunteers can help in different ways. Here are some examples:

- Teacher Assistant Volunteer
- Information Center
- Literacy Night
- STEAM Night
- Picture Day
- Book Fair
- Spirit Wear
- Teacher Appreciation Week
- Field Day
- PTA

If there are other areas or ways you would like to help, please let us know. The following documents are required to be completed in order to become a volunteer:

- A Fort Bragg Military Criminal Records Check must be completed by the Provost Marshal's office located on the corner of Butner and Armistead Streets. The hours of operation are Mon, Tue, Thu and Fri from 8:30-4:30. The office is closed on Wednesdays. (This requirement is mandatory for everyone Active Duty and Civilians)
- DD Form 2793, Volunteer Agreement Form
- DoDEA Form 47003.3, School Volunteer Application

- Completion of the AT Level 1 Awareness Training. Effective immediately, all field trip chaperones must complete the AT Level 1 Awareness Training prior to participating in any school sponsored field trips. Training can be accessed using the following link: <https://atlevel1.dtic.mil/at/>. **(Please note: Active Duty personnel are exempt from this step)** If you are serving as a chaperone for any school sponsored field trips, unless otherwise directed, you must travel in the school bus with the students and staff members. Siblings are not allowed to accompany chaperones and parents are discouraged from following the bus to the field trip site.

In order to assist us in maintaining a safe and smooth daily routine, we ask all volunteers to follow the instructions and procedures which are provided below:

- Please sign in on the Volunteer Log book; wear your assigned volunteer badge above the waist at all times.
- You must stay in the area which you signed in to serve. If you need to go to a different area, you need to inform the front office.
- Please wear appropriate attire during your volunteer work. Also, please do not make inappropriate comments in the presence of students.
- During your volunteer service, we ask that you do not speak with the teacher or students during class time. If you need to confer with the teacher, please do so after the class or schedule an appointment to meet with him/her.
- Please follow the teacher's or PTA representative's instructions regarding interaction with the students and the staff.
- Please let classroom teachers or administrators handle any student discipline issues. You may not reprimand or discipline any student. Instead, notify the teacher discreetly of any inappropriate behavior.
- Turn off or set your cell phone on vibrate upon entering the building. If you need to receive or to make a call, please step outside the school to do so.
- If we implement one of our evacuation procedures, such as a lockdown, or a fire drill, please remain calm and follow our directions.

In addition to completing the Volunteer Application, all volunteers must register with the Army's Volunteer Management Information System (VMIS) at [www.MyArmyOneSource.com](http://www.MyArmyOneSource.com). VMIS provides a standardized system across the Army for volunteers to document their service history. It also allows for reporting of volunteer activity and statistics at the installation, region, and Department of Army levels. The system will allow you to document your entire volunteer history as you move from installation to installation. All installation volunteers are now required to register in this system and document hours each month. Gordon's Organizational Point of Contact (OPOC), Mrs. Karen Mageo is available to assist you through the registration process, if needed. Her contact information is [mageo4@msn.com](mailto:mageo4@msn.com). Part of Mrs. Mageo's job is to assist with managing the school volunteer program and to ensure compliance with the information and requirements communicated by the ACS Installation Volunteer Office. She keeps up with and

ensures volunteer registration is maintained, monitors volunteer hours, and maintains liaison with the ACS Installation Volunteer Office. She also ensures volunteers are approved by the principal before they perform any volunteer tasks. She also attends training and meetings conducted by the ACS Installation Volunteer Services Office so we have the most up to date information on the Volunteering process.

### **How to register with VMIS:**

- Go to [www.MyArmyOneSource.com](http://www.MyArmyOneSource.com).
- Click on the Become a Volunteer tab in the upper right corner.
- Click on Online Opportunity Locator.
- Use the drop down box & select the Military Community, Fort Bragg (located under Southeast Region).
- Use the drop down box & select the organization in which you would like to volunteer.
- Click on Search.
- Select the position you are interested in, and click on Apply at the bottom of the page.
- Click on the Register for this Site link on the right.
- Click here to Register Now, and complete the registration information.
- Click continue.
- Verify information and click Register at the bottom right hand corner.
- Screen will show “Registration Complete” and “Thank You for Registering”. You have been pre-approved and logged into the site.
- Click continue (returns you to homepage).

An email will go to our Organization Point of Contact (OPOC). The OPOC will then approve or reject your application. Once approved, you may then begin to log your hours.

### **How to log volunteer hours on VMIS:**

If the volunteer has never logged hours -

- Go to **www.MyArmyOneSource.com** and log in.
- Place cursor over Family Programs & Services.
- Scroll down to Volunteering.
- Select Volunteer Tools from side menu.
- Click on Service History.
- Click on the Hours button (highlighted in blue) next to your position.
- To enter for the current month, select Day, & Add for Open Dates.
- When you are finished entering hours, be sure to scroll to the bottom and click SAVE!

If the volunteer has previously logged hours -

- Log on to **www.MyArmyOneSource.com**.
- Click on Log In at the top of the page.

- Click on My AOS Page (upper right corner)
- Scroll down to Volunteer Center and you will see AVC Volunteer.
- Click on Service History.
- Click on the Hours button (highlighted in blue) to the right of the position you want to log hours for.
- To enter for the current month, select Day, & Add for Open Dates.
- When you are finished entering hours, be sure to scroll to the bottom and click SAVE!
- Volunteer hours must be entered into the system by the 5<sup>th</sup> of the month for the previous month to ensure certification

Thank you so much for your continued support and we look forward to working with you in the near future.