Create an Account

Access Voly

- Go to https://(mydistrict).voly.org
- Click on ‘Create an Account’
- Enter the required information
Authorize a Background Check

You will be asked to give your consent for a Criminal Records check through the process established by your school.
Complete the Application

Complete required information on the Volunteer Application Form

Helpful Hint: Most schools require you to complete the full application process every school year.
Select your Schools

With which school(s) do you plan to volunteer? (check all that apply)

- [ ] Armand Bayou Elementary
- [x] Einstein Science Academy
- [ ] Erik Jonsson School of Engineering
- [ ] Lincoln Elementary School
- [ ] Travis Elementary School
- [ ] Washington Elementary School
- [ ] Washington High School

- Identify the schools where you plan to volunteer
- You can update your selections, as needed
Complete the required orientation and provide your electronic signature.
Volunteer Approval

From: "Admininstation@isd.net"
To: Volunteer@sbcglobal.net
Sent: Thursday, February 8, 2018 2:51 PM
Subject: Congratulations! Your recent volunteer application for Our Town ISD has been cleared.

You can begin volunteering once you have:

• Set up a VOLY account
• Completed the application
• Completed and signed off on orientation
• Been notified your background check was approved
Accessing VOLY

**ACCESS VOLY**

- Go to [https://(mydistrict).voly.org](https://(mydistrict).voly.org)
- Click ‘Log In’
Logging into VOLY

**Log In To Your Volunteer Account**

- Enter your email address and your private password
- Click ‘Log In’
Using VOLY

**Causes**
Find your preferred types of opportunities from Athletics to STEM

**Opportunities**
Search all the opportunities from schools in the district

**Teams**
Create a private or public group who want to do a project together -- like a PTA or booster club

**Schools**
Search for a specific school to see what help they need

**My Dashboard:**
Where you can update your profile, password and notifications.
School Profile

Each school profile includes a list of all current volunteer opportunity posted by the school.
I Want to Help!

When you seen an interesting opportunity:

• Click on the name to learn more
• Click “I Want to Help’ to notify the school
• Select the days/shifts you are available from the calendar
• Receive a confirmation email
Arriving to Volunteer

- Report to the check in location designated by your school
- Check-in on the VOLY kiosk
- Report to your volunteer location
Check in

- Enter your email address to check-in
- If you have preregistered and been approved to volunteer on this date, your assignment will appear
- Click the check-in box
Unscheduled Volunteers

- If you have not pre-registered, but are an approved volunteer, a selection of available opportunities will appear.
- Click on the opportunity that is a best match to check-in.
Weekly Reminders

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

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