Overview

- Uses
- Likes
- Dislikes
- Customizations
## Volunteer

### Fairchild, David

#### Assignments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Role</th>
<th>Note</th>
<th>Seasonal</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT: Victoria Pool</td>
<td>Assigned</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="HORT">HORT: Horticulture</a></td>
<td>Assigned</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKTG: Graphic Design</td>
<td>Assigned</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[SP: Special Projects](Office Projects)</td>
<td>Assigned</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SV: Lab - Orchid Micropropagation</td>
<td>Assigned</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[SV: Science Village](Science Villag)</td>
<td>Assigned</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Add**

- **Assignment:**
  - Role: Assigned
  - Note: Blank
  - Seasonal: 

#### Service

<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment</th>
<th>Apply to</th>
<th>Hours</th>
<th>Absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-01-2016</td>
<td>MKTG: Graphic Design</td>
<td></td>
<td>3.00</td>
<td>0</td>
</tr>
</tbody>
</table>

**Add**

- **Assignment:**
  - Date: 
  - Hours: 0.00
  - Absences: 0

### VicNet

- **Access is OK**
  - Last access was: never
  - Access is OK

- **Set temporary password**
  - Temporary password:

- **Send password reset link**
  - Send Reset Link

### VicTouch

- **Access is OK**
  - PIN number is 886
  - Greeting Card Status
    - Birthday card: (no birthday entered)
    - Anniversary card: (not yet delivered this year)
    - Holiday card 1: (not used)
    - Holiday card 2: (not used)

### Privacy

- ✔ Allow other volunteers to see when I am scheduled.
### Schedule

**Post**

**Choose the volunteers you want to post hours for.**

**Post hours for...**
- Tagged volunteers
- Volunteers scheduled on this date: 07-13-2019
- Volunteers in this assignment:
  - VOL: General Meeting (VOL: Volunteer DEP... (Friends of Funchal)
  - Volunteers with this Type: Adult
  - Volunteers with this Flag: CONTACT regarding status

**Post hours for volunteers if their status is...**
- Active
- Applicant (pending)
- Former Volunteer
- Hausus
- Info Day Registrar
- Newsletter Only
- Special Events Only
- Trustee Role

**Sort volunteers**
- Alphabetically
- By number

**Help**
If you're posting hours from a written time sheet, choose the actions your time sheets are organized.

**Assignment field**
- All of the service I'm posting was performed in this assignment:
  - HORT: Special Projects/Misc. (HORT: Horticulture) (HORT)
- Let me choose the assignment from a list of each volunteer's assignments
- Let me choose the assignment from a list of all assignments

**Date fields**
- Let me enter the date on each entry
- All of the hours I'm posting are for this date:

**Hours field**
- Let me enter the hours on each entry
- Post this many hours: 8:00 on every entry
  (For groups, hours are per person)

**Absences field**
- I do not want to post any Absences information
- Let me enter Absences on each entry
- Post 0 Absences on every entry

**Contacts field**
- I do not want to post any Contacts information
- Let me enter Contacts on each entry
- Post 0 Contacts on every entry

**How many entries?**
How many different service entries would you like to be able to make for each volunteer?
<table>
<thead>
<tr>
<th>Sent</th>
<th>Subject</th>
<th>From</th>
<th>To</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saved to send later</td>
<td>Message to volunteers</td>
<td>Isabel Sanchez</td>
<td>Selected list</td>
<td>0</td>
</tr>
<tr>
<td>Saved to send later</td>
<td>Message to volunteers</td>
<td>Jamie Andersen</td>
<td>Selected list</td>
<td>0</td>
</tr>
<tr>
<td>Saved to send later</td>
<td>Message to volunteers</td>
<td>Jamie Andersen</td>
<td>Selected list</td>
<td>0</td>
</tr>
<tr>
<td>10-09-2019 10:52 a</td>
<td>CSS Art Trainings</td>
<td>Jemma Peterson</td>
<td>All tagged volunteers</td>
<td>74</td>
</tr>
<tr>
<td>10-09-2019 11:11 a</td>
<td>New Employee Looking for Room or Apt</td>
<td>Isabel Sanchez</td>
<td>All Active volunteers</td>
<td>829</td>
</tr>
<tr>
<td>10-07-2019 12:52 p</td>
<td>Volunteer Interviews</td>
<td>Jemma Peterson</td>
<td>All tagged volunteers</td>
<td>1</td>
</tr>
<tr>
<td>10-06-2019 5:43 p</td>
<td>Ramble Festival Update</td>
<td>Fairchild Wings of the Tropics</td>
<td>All tagged volunteers</td>
<td>392</td>
</tr>
<tr>
<td>10-04-2019 2:25 p</td>
<td>Update for tomorrow Members Plant Sale</td>
<td>Fairchild Wings of the Tropics</td>
<td>All tagged volunteers</td>
<td>37</td>
</tr>
<tr>
<td>10-02-2019 5:24 p</td>
<td>Extra help needed this Saturday Stay</td>
<td>Fairchild Wings of the Tropics</td>
<td>All tagged volunteers</td>
<td>282</td>
</tr>
<tr>
<td>10-02-2019 5:12 p</td>
<td>Volunteers needed for Education Department</td>
<td>Isabel Sanchez</td>
<td>All Active volunteers</td>
<td>829</td>
</tr>
<tr>
<td>10-02-2019 1:03 p</td>
<td>Volunteer List for</td>
<td>Fairchild Wings of the Tropics</td>
<td>All tagged volunteers</td>
<td>37</td>
</tr>
<tr>
<td>09-29-2019 5:38 p</td>
<td>WOW - October schedule</td>
<td>Fairchild Wings of the Tropics</td>
<td>All tagged volunteers</td>
<td>76</td>
</tr>
<tr>
<td>09-27-2019 4:49 p</td>
<td>Pre-Plant Sale schedule</td>
<td>Fairchild Wings of the Tropics</td>
<td>All tagged volunteers</td>
<td>15</td>
</tr>
<tr>
<td>09-27-2019 1:53 p</td>
<td>Member's Plant Sale Preparation</td>
<td>Fairchild Wings of the Tropics</td>
<td>All tagged volunteers</td>
<td>783</td>
</tr>
<tr>
<td>09-26-2019 5:18 p</td>
<td>Help Wanted TOMORROW for GBE</td>
<td>Jemma Peterson</td>
<td>All tagged volunteers</td>
<td>181</td>
</tr>
<tr>
<td>09-24-2019 4:09 p</td>
<td>Pre-Plant Sale Help Needed</td>
<td>Isabel Sanchez</td>
<td>All Active volunteers</td>
<td>825</td>
</tr>
</tbody>
</table>
Setup

Choose a setup option:

- System operators
- Field options
- Assignment tracking
- Service tracking
- Scheduling
- Checklist
- Awards
- Messages
- Online forms
- Other options
- VicNet
- VicTouch
- Account management

Setup - Online Forms

Volunteer application forms

Click 'Create a new application form' to create a new online application form that is based on an existing form. Click on the name of the application form to view or edit the form.

- Create a new application form
- Clone a form
- Print a blank form

2017 Group Work Day Form (1 submission)
2018 Education Internship Application (31 submissions)
2019 Adult Application Form (103 submissions)
2019 Student Application Form (147 submissions)
2019 Student Internship Application (24 submissions)
Adult Application (Special Event) (180 submissions)
Adult Application Form (350 submissions)
BioTECH Student Form (63 submissions)
BioTECH Volunteer Application form (12 submissions)
Conservation Student Scholar Application Form (1 submission)
Conservation Student Scholar Application (35 submissions)
FTBG Hold Harmless (0 submissions)
Group Volunteer Application (0 submissions)
MDC Service Learning (36 submissions)
Policies & Procedures for Student Volunteers (9 submissions)
Policies & Procedures for Volunteers (10 submissions)
Special Events Student Application (Special Event) (424 submissions)
Volunteer Information Day (458 submissions)
Volunteer Information Day, August 26, 2017 (20 submissions)
Volunteer Information Day, September 6, 2017 (14 submissions)
Volunteer information for Jemma Peterson

Instructions
Please click "Post Your Hours" to log your hours!

Check your schedule

Post your hours

Sign-up

Volunteer Updates
Welcome to the Fairchild's Volunteer Information Center.

Fairchild's Volunteer Year begins September 1st and ends August 31st.

If you have any questions regarding your volunteer hours, please contact Jemma at jemonson@fairchildgarden.org or (305) 667-1651 ext. 3324.

Thank you.

Most Recent Volunteer Views
Our most recent volunteer views newsletter:
September 2012

Fairchild Volunteer Information
Benefits & Recognition
Mission & History
Volunteer Policies and Procedures

Powerpoint Presentations
Roger Hickey's Natural History Class
Jennifer Piekarz's Fungi & Hermaphrodites
Viv Hats' Ethnobotonics Class
Some features unable to be fully utilized without full staff involvement.

Volunteers unable to edit entries

For larger volunteer pools, harder to track data

Difficulty with reports feature

No multiple tabs

Dislikes