



Volunteer Hours (PIP) Reference Guide

The Moms and Dads Club funds and supports many events and needs active participation from all members of our community to make those things happen.

To ensure that all parents participate, the school requires each family to donate a total of 20 hours of service each year (15 to any approved activity on campus that is requested through a parent email and 5 specifically toward the auction, our biggest fundraiser.)

All volunteer opportunities need to be toward helping the St. Mary's community. This does include team field clean-up, putting docks in, etc. Team sports are limited to 5 hours unless approved by Moms and Dads Club Board.

Thank you for supporting the school and the OLSM experiences for the kids!

All volunteer opportunities will be in MyImpact. If you need to add an opportunity, please email volunteercoordinator@mndclub.com. The more notice given the better chance of getting the opportunities filled.

How do I set up a Volunteer Account (MyImpact)

We use a website called MyImpact Page aka My Volunteer Page to log hours of our parent volunteers. To create volunteer pages for all members of your family 18 years or older that will be volunteering at St. Mary's:

1. Go to www.mndclub.com, Click on the Volunteer tab. Scroll down to the bottom to see a button for My Impact Page link or you can click here: [My Impact](#). Make sure you are linked to St. Mary's Preparatory.
2. Create your volunteer page on the left side of the page where it says I am new to MyImpactPage.com. **EACH ADULT NEEDS THEIR OWN ACCOUNT TO VOLUNTEER** (We will merge the hours together)



You can use the same password for multiple pages, but each username must be unique. On the right side of that same page, you will enter the username and password you created to see your volunteer hours posted after your page has been created and hours for your time was received.

Once you've created your volunteer page from the My Volunteer Page link on www.mndclub.com, you can also download the free My Impact app from your cell phone's app store and then enter your username and password to view any volunteer hours that have been posted.

How do my hours get approved?

- After you volunteer for an event at St. Mary's, your volunteer hours will be submitted to Ms. Kosco in the Prep office in the form of a white PIP slip so she can log your hours into your volunteer page. Please understand that it takes some time for hours to show up in your account. It is up to you to make sure you get a PIP slip signed as record. **BE SURE TO NOT LEAVE WITHOUT GETTING A COPY OF A PIP SLIP OR VERIFICATION THAT YOUR NAME WAS RECORDED!**
- We have signups created because we need support. When someone signs up and does not show up it not only takes away hours from someone else but also hurts what we are doing. For that reason, we have implemented the penalty below:
 - There is a **\$100 penalty** for any no shows to a shift that is signed up for OR cancellation less than 48 hours. This is in addition to any penalties signed in your school contract for not completing your hours.

Any questions: volunteercoordinator@mndclub.com or president@mndclub.com

MY IMPACT CHECKLIST

- Have all adults in the family created an account?
- Are all current students listed in your accounts with the correct graduation years?
- Have you completed the qualifications page? Student should be NO, Parent should be YES, and TAM certification is based on if you have taken the class.
- Have I set up to get reminders or linked to my calendar?

If you have questions on how see the MyImpact guide below:

MY IMPACT HELP

There are great things that MyImpact can do to make everything easier for volunteering and seeing your hours.

- Reminders
- Add to Calendar
- *And More*

See below links on instruction videos to set up your account, Using MyImpact to Volunteer, and pictures of other ways to set some helpful things up.

[Create a MyImpact Account](#)

[Using MyImpact to Volunteer](#)

Choosing Your Privacy Settings

1. Log on to MyVolunteerPage.com
2. Click on the **MY PROFILE** tab
3. Click on the “Contact Information” section
4. Select your desired Privacy Settings, if this option has been enabled by the organization you volunteer with.



Fill out your student's information:

1. Click on the MY PROFILE tab
2. Go to additional information
3. Under “Family Information” List your student's name and graduation year

This needs to be updated as additional students are enrolled each year

A screenshot of a web form titled "Family Information". The form has a grey header with a dropdown arrow and the text "Family Information". Below the header, there are several input fields with labels: "Relationship to Student", "First Student Information", "Second Student Information", "Third Student Information", "First Student Graduation Year", and "Second Student Graduation Year".

We don't share your data..... but we do make it possible for volunteers to get to know each other.

Some organizations choose to allow volunteers to see the other volunteers assigned to something so that volunteers can get to know each other. **If** this has been set up where you volunteer, **you** have complete control over whether or not others can see that you are on the schedule. Additionally, you get to decide what exactly they get to see (First Name and Family Name and/or your photo).

If you don't see any privacy setting, don't worry. It means that none of your information will show up on the schedule to other volunteers.

Choosing Your Privacy Settings

1. Log on to MyVolunteerPage.com
2. Click on the MY PROFILE tab
3. Click on the "Contact Information" section
4. Select your desired Privacy Settings, if this option has been enabled by the organization you volunteer with:
 - "I want other volunteers to be able to see my name in the list of scheduled volunteers": only your first name will be displayed
 - "I want my last name included": your last name will also be included
 - "I want my photo included": if you have a profile photo, it will also be included
5. Click the [Save] button

Make sure to subscribe to reminders of your shifts by clicking the box.

Calendar Feed

NOTE:
Volunteers can subscribe to a calendar feed so that they can view their scheduled activity assignments in their own personal calendar (e.g. Gmail, Outlook).

A volunteer can turn this on by completing the following steps:

1. Log on to MyVolunteerPage.com
2. Click on the "MY PROFILE" tab
3. Click on the "Contact Information" section
4. Below "CALENDAR", click the [Update Calendar Subscription] button in the "Subscription" section
5. Click the [Generate New Calendar Feed] button