Volunteer Options

Track Family Service Hours
School Check IN can also be used to track family service hours.

From the Main Menu
Click Admin & enter password
Click Volunteers
Click View List
Select a volunteer and click Details

Here you can assign each member of a family, who will be volunteering, the same family ID#. Each family ID# must be unique for each family. Now as each person checks in/out, their volunteer hours will be automatically assigned and tabulated for each family.

For example, the Smith family has four registered volunteers, Mom, Dad, Grandma and Grandpa. Each was assigned the same family ID#, so when they check in/out, the family hours are all counted for the Smith family.

Reports
--- In Reports | Volunteers, select The Family Volunteer Hours report. This report has the usual report options, such as, date range type and sorting.

Hint -- When assigning a family ID#, make the # meaningful. For example, assign a family ID# for the Smith, Jones and Mack families, as SMITH_1123, JONES_1198, and MACK_7264. Now when viewing the report the family ID# will be understandable as opposed to looking at the same report and trying to figure out who family 1198, 1123 and 7264 are. In this example, we created the family ID# by combining the family’s last name and the last four digits of the family’s home phone #.
OTHER VOLUNTEER OPTIONS

Other Volunteer options that are often overlooked are:

- **Volunteer Picture** --- Add the volunteers picture to the volunteer’s data record. Pictures can be added by:
  - Take volunteer’s picture with a camera and copy the image file to C:\Program Files\SchoolCheckIN\images folder
  - Use the web cam option in School Check IN and take their photo directly into their volunteer record.
  - Using School Check IN’s OffenderCHECK, scan their license and capture their driver license photo.

- **Volunteer ID Badge** -- Print the Volunteer’s picture on the volunteer ID Badge. To set this option, go to Admin | Volunteers | check the Print Volunteer Photo on ID Badge.

- **Access Expiration Date** – Entering a date will cause access for this volunteer to expire on that date. Approximately thirty (30) days prior to the expiration date, and the volunteer checks out, they will see a message asking them to contact an administrator.

- **Verification Date** -- Entering a date here will serve as a reminder to the School check IN administrator that this person’s criminal background verification is expiring and needs to be updated.