



VOLUNTEER TIME OFF REQUESTS

PROCEDURES TO BE FOLLOWED BY
ALL NUTRITION VOLUNTEERS



VOLUNTEER DATA

- 55 – 60 Volunteers are utilized daily in SourcePoint's Nutrition Program
- Current positions include:
 - MOW Driver
 - Kitchen Assistant
 - Café Assistant
 - Café 55 Service Line
 - Route Prep Attendant
 - Drive Thru Attendant



VOLUNTEER DATA

- Approximately 10 – 15 volunteer shifts require coverage each day throughout the department
- 5 PT drivers are each scheduled 3 days per week to assist in MOW route coverage



IMPACT OF A CALL OFF REQUEST

- Volunteer supervisor receives request and removes volunteer from database schedule
- Supervisor attempts to locate substitute volunteer
 - If located, database schedule is updated
 - If not located, administrative staff forced to cover shift



WAYS TO HELP

- Request time off as far in advance as possible
- Attempt to schedule appointments around your volunteer schedule
- Offer to cover other days/routes if you need time off
- Utilize website Request Time Off form
- Recruit additional volunteers



BENEFITS OF WEBSITE TIME OFF REQUEST FORM

- Standardizes process for staff & volunteers
- Notification goes to all nutrition administrative staff
- Do not need to worry if supervisor is out of office & doesn't receive notification

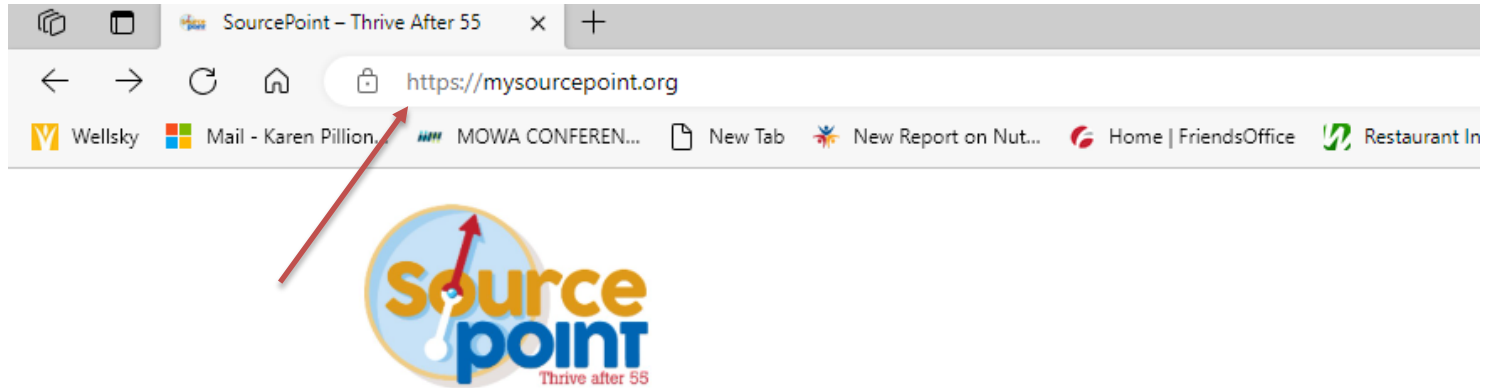




HOW TO USE WEBSITE TIME OFF REQUEST




Visit SourcePoint's website



Engaged and Healthy!








Scroll To Bottom Of Page To Locate Volunteer Resources Link




740-363-6677
info@MySourcePoint.org
800 Cheshire Road, Delaware, OH 43015


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 2014

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Locate Request Time Off Button & Click

Resources for Current Volunteers



Log Into Online Portal

Thank you for volunteering at SourcePoint!

VicNet



Request Time Off

Click the button below to submit a request for time off!

Request Time Off

Complete Contact Information

Volunteer Time Off Request

Name *

Jane

First

Doe

Last

Contact Number *

(740) 555-5555

Email *

janedoe@gmail.com



Complete Additional Fields

Dates Requested, Please List Below:

7/3 - 7/7

Volunteer Position

- MOW Driver
- MOW Runner
- MOW Packer
- Office Assistant
- MOW Other
- Kitchen Assistant

Route

Shawnee

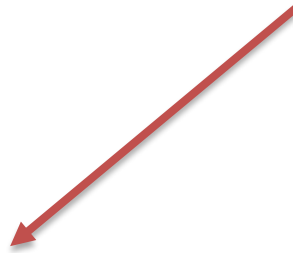
Comments

Out of town. Willing to pick up extra days week before and after. |

Click Submit

CAPTCHA

Submit



CONGRATULATIONS!!!



You have successfully submitted your request.



NUTRITION VOLUNTEER SUPERVISORS

Jules Blackstone

MOW Drivers
Office Assistants

Sara Carselle

Café Assistants
Kitchen Assistants
Café 55 Service Line

Jackie Pickard

Route Prep Attendants
Drive-Thru Attendants

Charlotte Taylor

Farmers Market
Just for Paws



The Nutrition Department staff truly appreciate our volunteers and the many hours they donate to help us accomplish our mission. We could not serve the number of meals and clients that we do every day without you!



THANK YOU!!!!

