



# **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

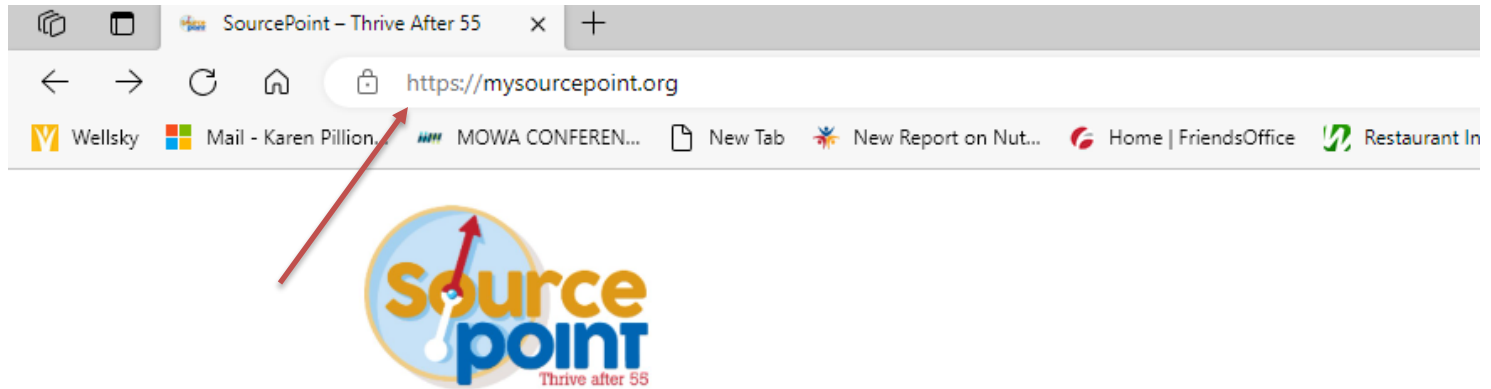




# **HOW TO USE WEBSITE TIME OFF REQUEST**



# Visit SourcePoint's website

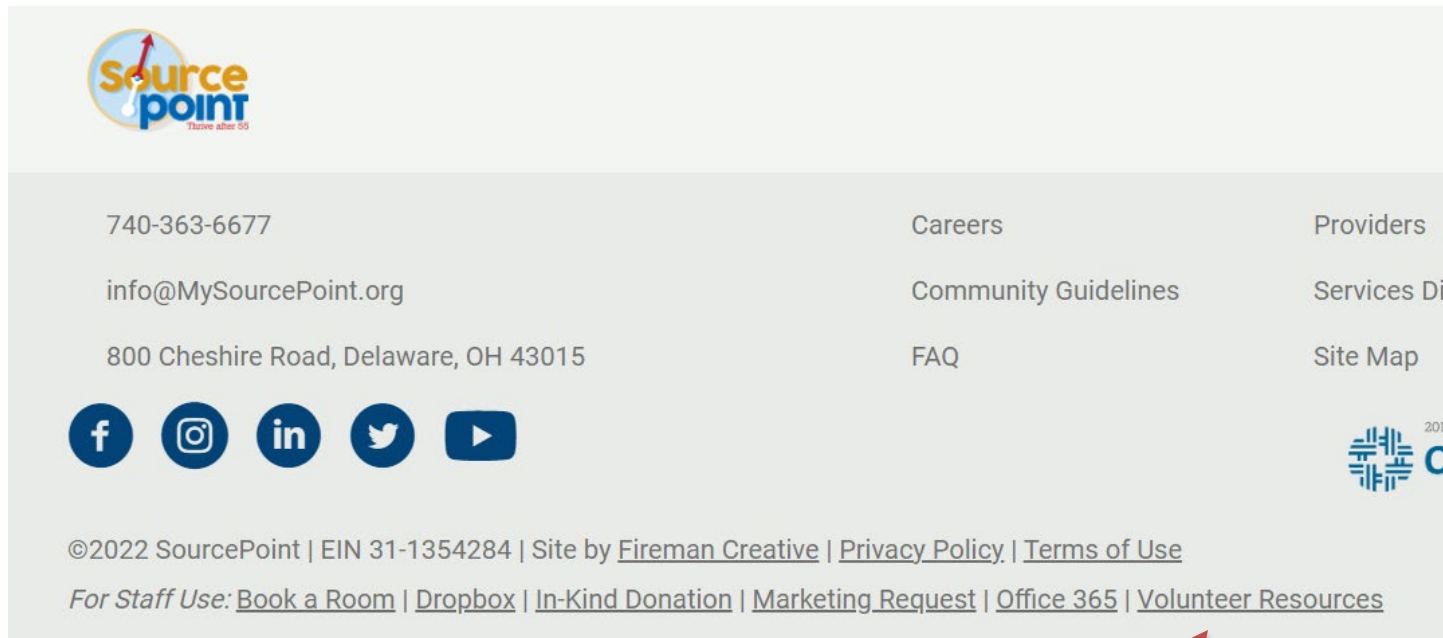


**Engaged and Healthy!**





# Scroll To Bottom Of Page To Locate Volunteer Resources Link



The screenshot shows the footer of the SourcePoint website. At the top left is the SourcePoint logo with the tagline "Thrive after 50". Below the logo is contact information: phone number 740-363-6677, email info@MySourcePoint.org, and address 800 Cheshire Road, Delaware, OH 43015. To the right of the contact info is a navigation menu with links for Careers, Community Guidelines, FAQ, Providers, Services Dir, and Site Map. Below the contact info are social media icons for Facebook, Instagram, LinkedIn, Twitter, and YouTube. On the right side of the footer is a logo for the 2014 Ohio State University. At the bottom of the footer is copyright information: ©2022 SourcePoint | EIN 31-1354284 | Site by Fireman Creative | Privacy Policy | Terms of Use. Below that is a line of links for staff use: Book a Room | Dropbox | In-Kind Donation | Marketing Request | Office 365 | Volunteer Resources. A red arrow points to the "Volunteer Resources" link.

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

Careers  
Community Guidelines  
FAQ

Providers  
Services Dir  
Site Map

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*For Staff Use:* [Book a Room](#) | [Dropbox](#) | [In-Kind Donation](#) | [Marketing Request](#) | [Office 365](#) | [Volunteer Resources](#)



# 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 \*

First

Last

Contact Number \*

Email \*



# 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

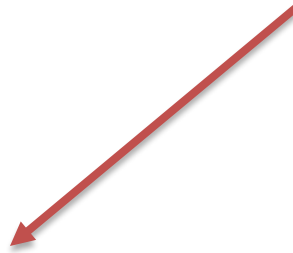
## Comments

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**

## **Lisa Clark**

MOW Drivers  
Office Assistants

## **Sara Carselle**

Café Assistants  
Kitchen Assistants  
Café 55 Service Line

## **Jackie Pickard**

Route Prep Attendants  
Drive-Thru Attendants

## **Abbey Eyerman**

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!!!!**

