Reporting Volunteer Service Electronically: ViPS Online System Overview

Parents, volunteers and school staff may use the **Online Report System** to submit their personal volunteer service reports.   The online system can be accessed from any computer connected to the internet and your service reports can be made at your convenience.

1. The Online Service Report System can be found at:
    www.lrsd.org   ⟩ departments ⟩ Volunteers in Public Schools ⟩ ViPS Online System.

2. All individual volunteers must first register online in order to use the electronic system. Your name and e-mail address are required fields to complete registration. In the message box (at the bottom of the registration page) you are asked to list all schools where you have students enrolled and /or campuses where you volunteer.

Remember: No personal information is EVER POSTED or ACCESSIBLE through the online system. Registration simply adds your name to the list of the schools you indicate and allows you to track your service individually. Schools can be added / dropped and your registration cancelled at any time.

3. Once you have submitted your registration, the ViPS office will forward a username and default password directly to you via e-mail.   You will be able to sign on and reset your personal password information at that time. Always allow 24 hours for any information you submit to be uploaded.

4. To report your service time, sign on using your username and password.

5. In the drop-down box you will see service categories for each school on your association: Admin / Extracurricular and Educational Support. Choose the category that **best describes** the type of service you are about to report for that school. Examples include, but are not limited to:

    Administrative / Extracurricular: helping in the school office, campus beautification projects, playground monitoring, writing the school newsletter, committee work, making phone calls, assisting in the health room, volunteer sports coach, chaperoning a choir trip, sewing uniforms for a school group, building a stage for drama, concessions work, etc. (All non-educational volunteer activity.)

    Educational: mentoring, tutoring, reading, career or classroom speaker, teacher's helper, helping with student achievement recognitions, curriculum trainings, parent and adult educational activities, etc.

6. Once you have made your selection, click OK. You will be directed to a screen to enter service time for a particular school. Select the month and year you would like to report service for. The current report year begins March 1st and ends the last day of February. The message box is available for you to relay any important information or questions you may have directly to the ViPS staff. Click OK. It will then ask if you are finished. Answer 'yes'.

7. You will be directed to a screen giving you the option of submitting additional reports or logging out of the system. Complete one of the processes. Your information has been submitted.

8. This process can be repeated as often as need during any month. Only service time submitted using the ViPS online report system will be documented by individual.

Thank you for your service!   For additional information, please contact the ViPS office.

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