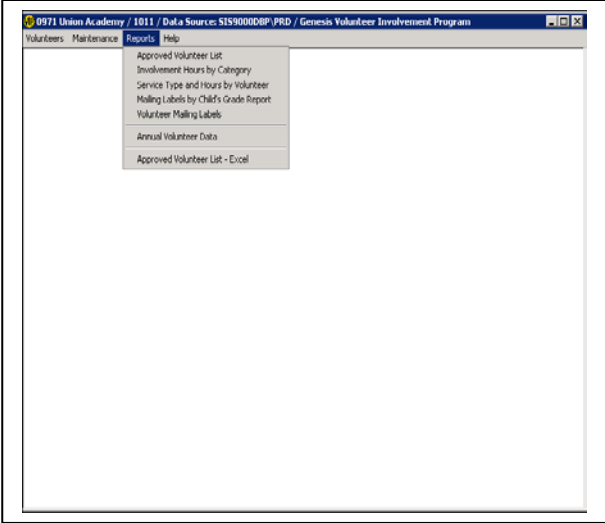
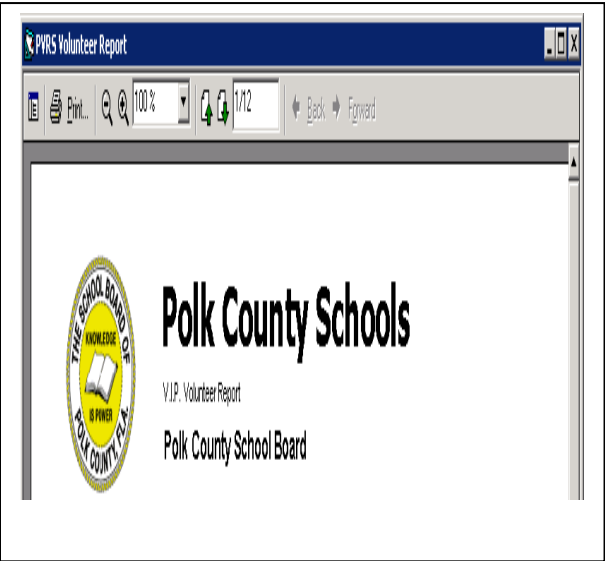







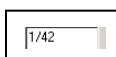
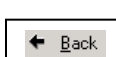
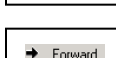

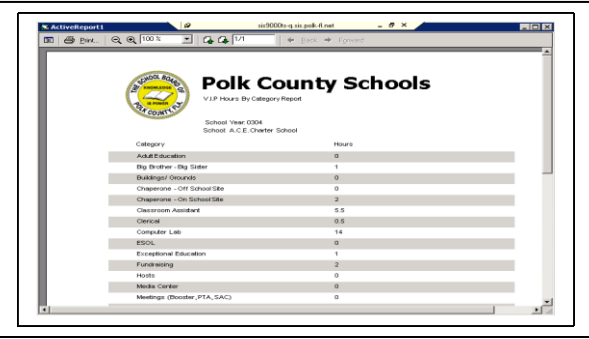
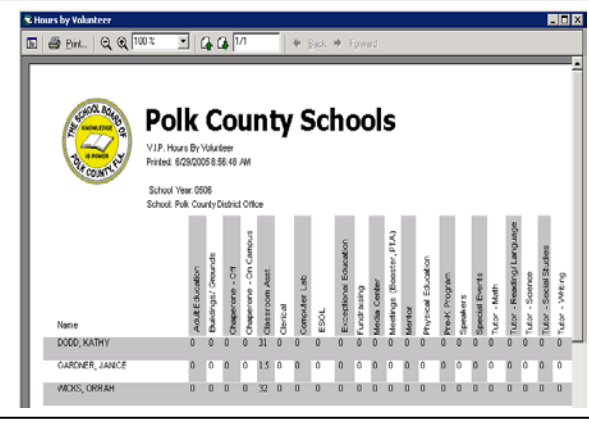
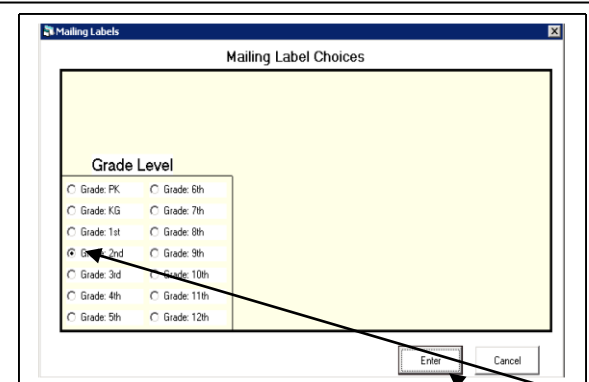
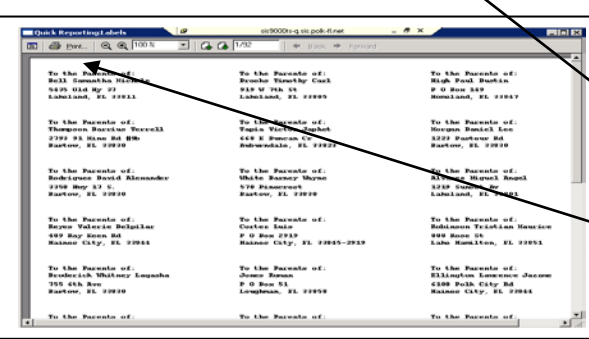


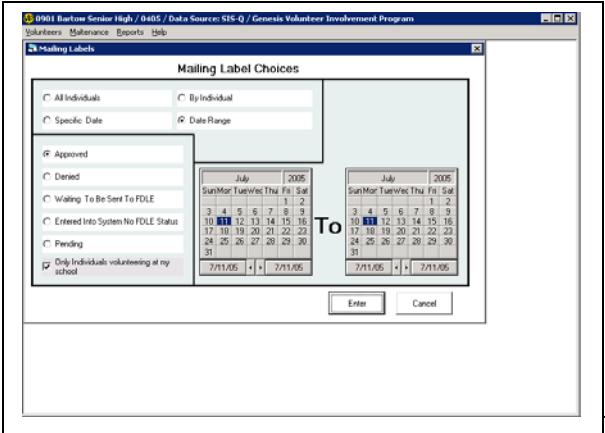
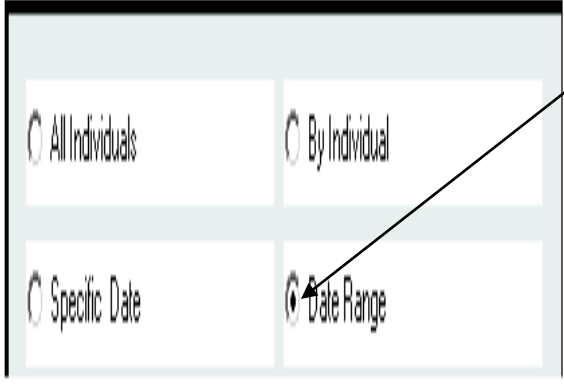
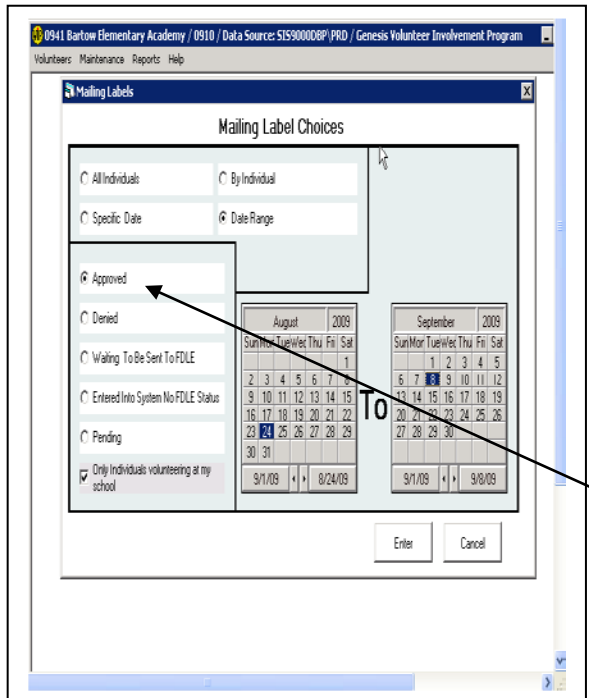
Genesis Volunteer Involvement Program Reports

| Steps | Screen Displayed | Procedures | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------|---|---|--------------------------------------|-------------|-------------|-------------|-----------------|--|------------|------------|-------------|----------------|---------------------------------------|------------|------------|------------|-------------|------------------|---|------------|--|------------|-------------|------------------|--|------------|------------|------------|-------------|------------------|--|------------|------------|------------|-------------|--|
| 1 |   | <p><u>IMPORTANT:</u> There are many reports that can be accessed and printed from the <u>Volunteer Involvement Program</u> in Genesis; you may also run prior years reports by logging onto the desired year.</p> <p><u>To Display the Volunteer Reports:</u></p> <ul style="list-style-type: none"> • Click Reports on the Menu bar • Click the Report Name to display <p><u>All Reports have the same icon functions from left to right:</u></p> <ul style="list-style-type: none"> • Table of Contents  • Print  • Zoom Out  • Zoom In  • Percent of page size  • Previous page  • Next page  • Page Counter  • Back  • Forward  • Close Report  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>MOORE, KATHRYN</td> <td>805 E. CHURCH ST BARTOW, FL 33830</td> <td>8636333534</td> <td></td> <td>A6907130018</td> </tr> <tr> <td>MORGAN, WILLIAM</td> <td>1020 E. SEMINOLE TRAIL BARTOW, FL 33830</td> <td>8636332412</td> <td>02-24-2009</td> <td>A3408140024</td> </tr> <tr> <td>Moses, Melissa</td> <td>745 E. Church St. Bartow, FL 33830</td> <td>8636196018</td> <td>8636196018</td> <td>09-05-2007</td> <td>A6809240006</td> </tr> <tr> <td>MOTSINGER, HELEN</td> <td>4032 N WILLOW DR. MULBERRY, FL 33860</td> <td>9414263541</td> <td></td> <td>09-01-2009</td> <td>A4712020041</td> </tr> <tr> <td>Motsinger, James</td> <td>4032 N Willow Dr Mulberry, FL 33860</td> <td>8634253541</td> <td>8636980289</td> <td>05-22-2009</td> <td>A3805310004</td> </tr> <tr> <td>MURDOCK, MICHELE</td> <td>3849 WELINGTON PLACE MULBERRY, FL 33860</td> <td>8632066385</td> <td>8636337151</td> <td>09-17-2008</td> <td>A6708310070</td> </tr> </tbody> </table> | MOORE, KATHRYN | 805 E. CHURCH ST BARTOW, FL 33830 | 8636333534 | | A6907130018 | MORGAN, WILLIAM | 1020 E. SEMINOLE TRAIL BARTOW, FL 33830 | 8636332412 | 02-24-2009 | A3408140024 | Moses, Melissa | 745 E. Church St. Bartow, FL 33830 | 8636196018 | 8636196018 | 09-05-2007 | A6809240006 | MOTSINGER, HELEN | 4032 N WILLOW DR. MULBERRY, FL 33860 | 9414263541 | | 09-01-2009 | A4712020041 | Motsinger, James | 4032 N Willow Dr Mulberry, FL 33860 | 8634253541 | 8636980289 | 05-22-2009 | A3805310004 | MURDOCK, MICHELE | 3849 WELINGTON PLACE MULBERRY, FL 33860 | 8632066385 | 8636337151 | 09-17-2008 | A6708310070 | <div style="border: 1px solid black; padding: 10px; background-color: #d3d3d3;"> <h2 style="margin: 0;">Approved Volunteer List Report</h2> </div> |
| MOORE, KATHRYN | 805 E. CHURCH ST BARTOW, FL 33830 | 8636333534 | | A6907130018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MORGAN, WILLIAM | 1020 E. SEMINOLE TRAIL BARTOW, FL 33830 | 8636332412 | 02-24-2009 | A3408140024 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Moses, Melissa | 745 E. Church St. Bartow, FL 33830 | 8636196018 | 8636196018 | 09-05-2007 | A6809240006 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MOTSINGER, HELEN | 4032 N WILLOW DR. MULBERRY, FL 33860 | 9414263541 | | 09-01-2009 | A4712020041 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Motsinger, James | 4032 N Willow Dr Mulberry, FL 33860 | 8634253541 | 8636980289 | 05-22-2009 | A3805310004 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MURDOCK, MICHELE | 3849 WELINGTON PLACE MULBERRY, FL 33860 | 8632066385 | 8636337151 | 09-17-2008 | A6708310070 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

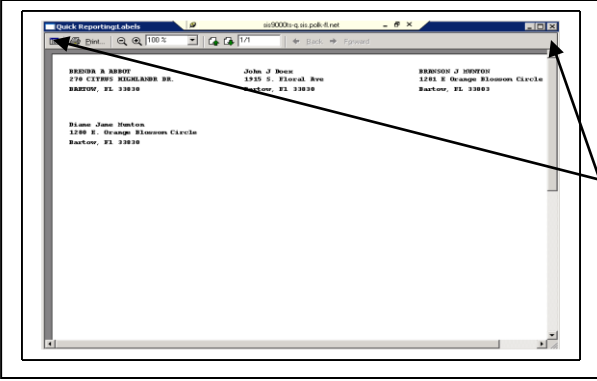
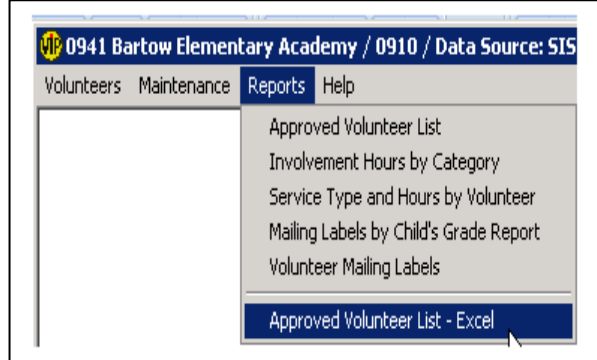
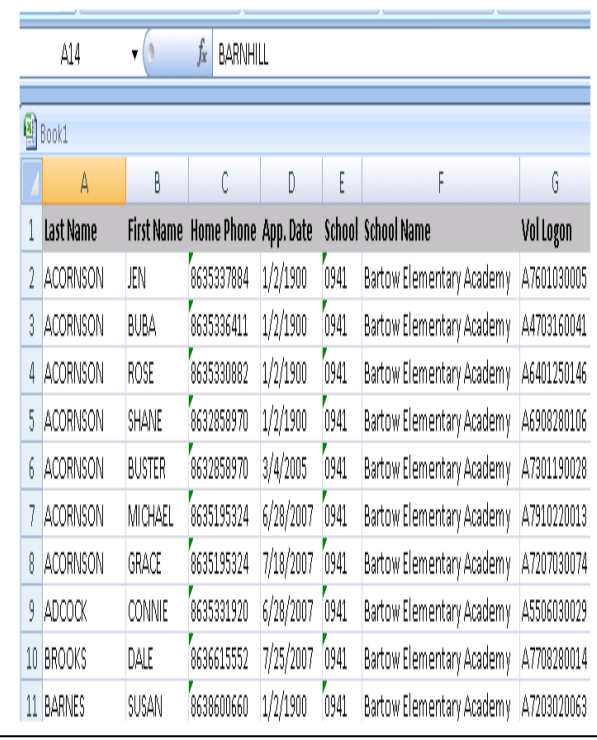
Genesis Volunteer Involvement Program Reports

| Steps | Screen Displayed | Procedures |
|-------|--|--|
| 3 |   | <div style="border: 1px solid black; padding: 10px; margin-bottom: 10px; background-color: #e0e0e0;"> <p style="text-align: center;">Involvement Hours by Category Report</p> </div> <div style="border: 1px solid black; padding: 10px; background-color: #e0e0e0;"> <p style="text-align: center;">Service Type and Hours by Volunteer Report</p> </div> |
| 4 |   | <div style="border: 1px solid black; padding: 10px; margin-bottom: 10px; background-color: #e0e0e0;"> <p style="text-align: center;">Mailing Labels by Child's Grade Report</p> </div> <p style="text-align: center;"><u>To Create Mailing Labels by Grade Level for Volunteers who have a Child Enrolled at your School:</u></p> <ul style="list-style-type: none"> • Click the Radio button to the left of the Grade level • Click the Enter button • Click the Print icon to print the Labels <p style="text-align: center;"><u>Note: Label size (Avery 5160) are available through the Polk County Warehouse.</u></p> |

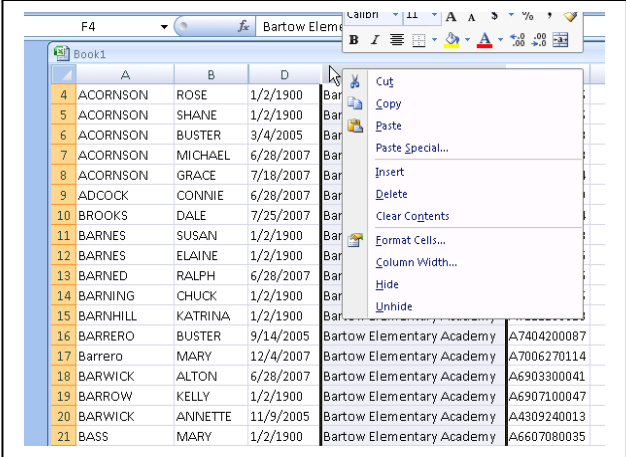
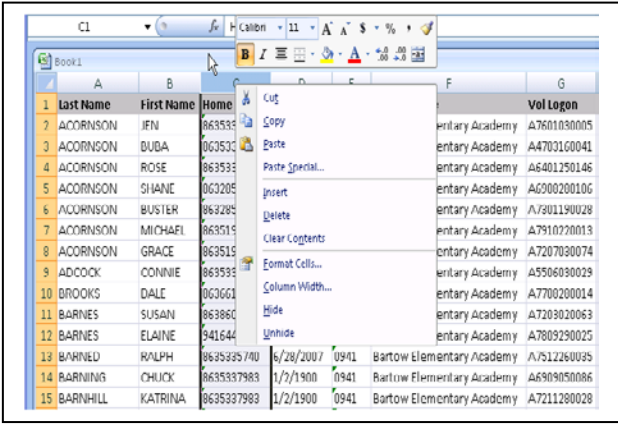
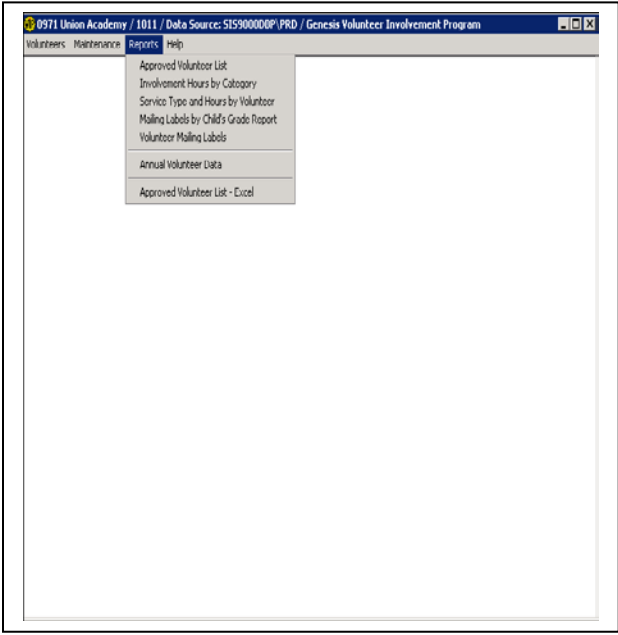
Genesis Volunteer Involvement Program Reports

| Steps | Screen Displayed | Procedures |
|-------|---|--|
| 5 |   | <div style="border: 1px solid black; padding: 10px; margin-bottom: 20px; text-align: center;"> <h2 style="margin: 0;">Volunteer Mailing Labels Report</h2> </div> <p><u>Labels for your school Volunteers can be created by selecting a combination of criteria:</u></p> <ul style="list-style-type: none"> • Click the Radio Button to the left of the selection • All Individuals • By Individual • Specific Date • Date Range |
| 6 |  | <p><u>When selecting a Specific Date or a Date Range: (Example 1st Day of School through 2nd Week of School)</u></p> <ul style="list-style-type: none"> • Click on the Beginning Date and the Ending Date <p><u>If the Beginning and Ending Month are different:</u></p> <ul style="list-style-type: none"> • Click the Arrow on the Calendars to display the appropriate month • Click the Radio Button to the left of the status • Click the Enter button <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Click Cancel to close the Volunteer Mailing Labels Report |

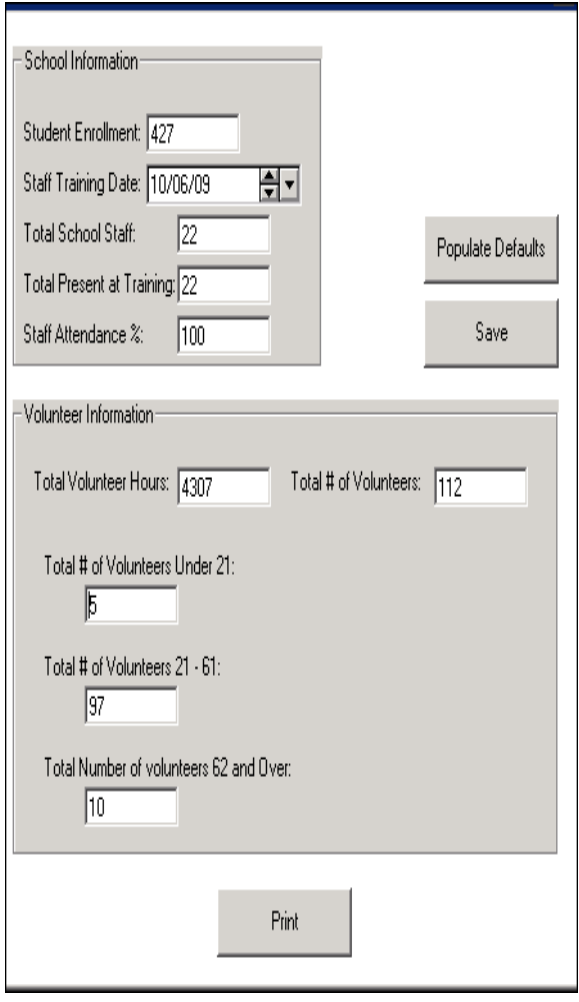
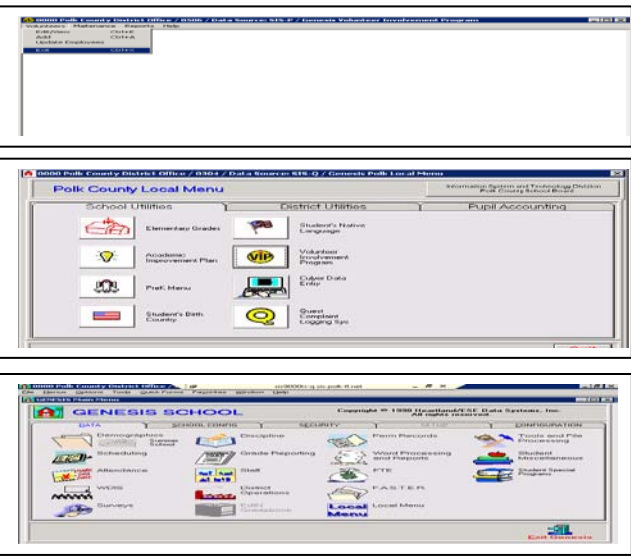
Genesis Volunteer Involvement Program Reports

| Steps | Screen Displayed | Procedures |
|-------|--|---|
| 7 |   | <p>The Volunteer Mailing Labels Report displays.</p> <ul style="list-style-type: none"> • Click the Print icon to print the Labels <p>To Close the Report</p> <ul style="list-style-type: none"> • Click the X in the top right corner of the screen <div style="border: 1px solid black; padding: 5px; margin: 10px 0; text-align: center;">Approved Volunteer List - Excel</div> <ul style="list-style-type: none"> • Click Reports • Click Approved Volunteer List - Excel |
| 8 |  | <p>The Genesis Approved List – Excel will be displayed.</p> <p>IMPORTANT: Please Read – The Approved Excel Volunteer list is a good Tool to use to distribute the Eleven Character (11) Volunteer Login Information to the Volunteers at your School. Delete Columns C – K, display the print out by the Volunteer Login Computer so that each Volunteer can look up their Volunteer Logon Information.</p> |

Genesis Volunteer Involvement Program Reports

| Steps | Screen Displayed | Procedures |
|-------|---|---|
| 9 |   | <p><u>EXAMPLE: To Delete a Column in Excel:</u></p> <ul style="list-style-type: none"> • Click on the Column to Highlight • Right Click and Click Delete • The Column will be Deleted <p><u>EXAMPLE: To Hide a Column in Excel:</u></p> <ul style="list-style-type: none"> • Click on the Column to Highlight • Right Click and Click Hide <p>Clicking Hide will Hide the Entire Column.</p> |
| 10 |  | <div style="border: 1px solid black; padding: 10px; text-align: center; margin-bottom: 10px;"> <p>Annual Volunteer Data</p> </div> <p><u>To Run an Annual Volunteer Data Report:</u></p> <p>From the Genesis Volunteer Involvement Program Screen</p> <ul style="list-style-type: none"> • Click on Reports • Click on Annual Volunteer Data |

Genesis Volunteer Involvement Program Reports

| Steps | Screen Displayed | Procedures |
|-------|---|--|
| 11 |  | <p>The Annual Volunteer Data Report Screen will be displayed.</p> <ul style="list-style-type: none"> Click on the Populate Defaults Button <p><u>School Information that Populates the Fields :</u></p> <ul style="list-style-type: none"> Student Enrollment Staff Training Date Total School Staff Total Present at Training Staff Attendance Percentage <p><u>Volunteer Information that Populates the Fields :</u></p> <ul style="list-style-type: none"> Total Volunteer Hours Total # of Volunteers Total # of Volunteers Under 21 Total # of Volunteers 21 - 61 Total Number of Volunteers 62 and Over Click Save to Save the Report to the Data File for District Use Only Click Print to Print the Report for your records |
| 12 |  | <p><u>To Exit the Volunteer Involvement Program and Return to the Genesis Local Menu:</u></p> <ul style="list-style-type: none"> Click Volunteers on the Menu bar Click Exit Click Quit to return to the Genesis Schools menu screen Click Exit GENESIS to exit the GENESIS System |