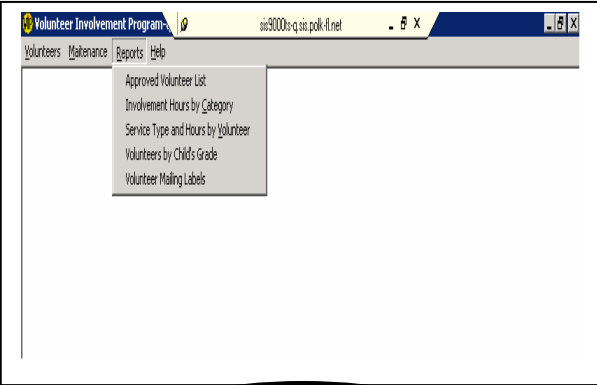
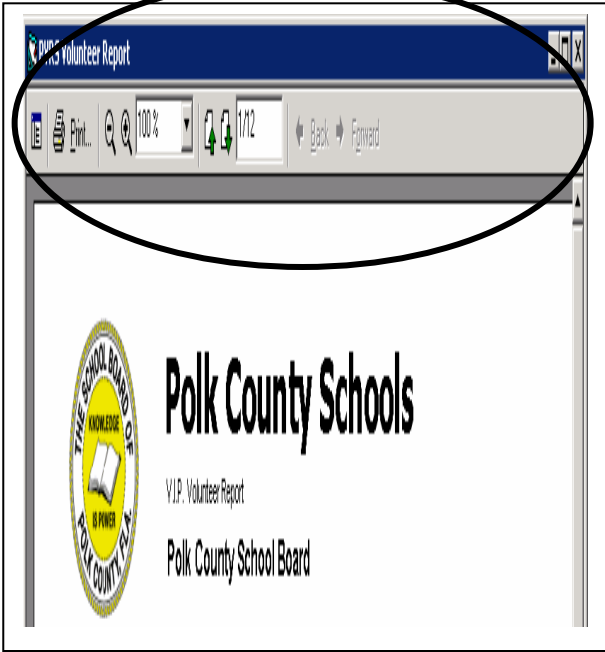


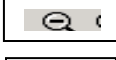


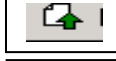

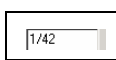
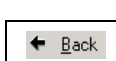

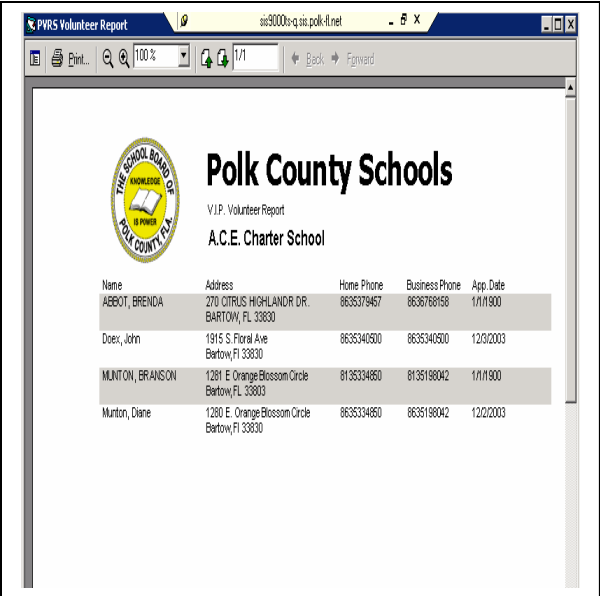
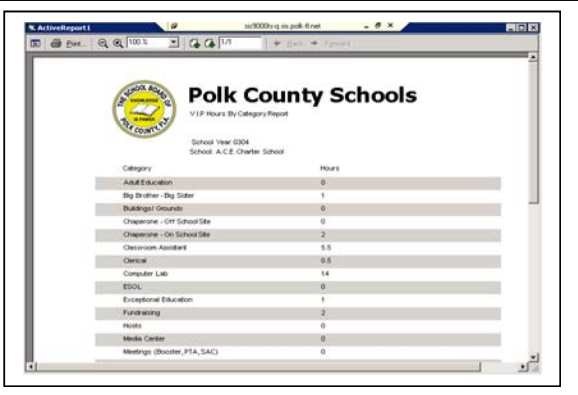
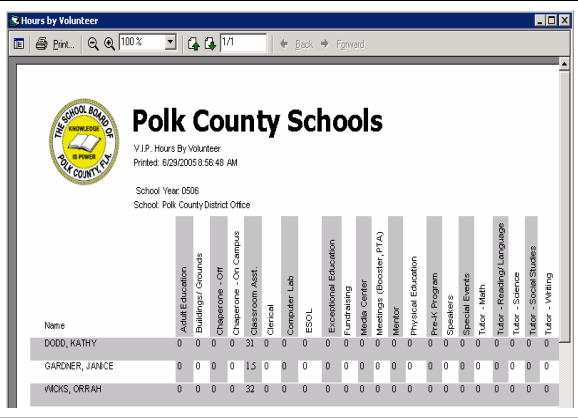
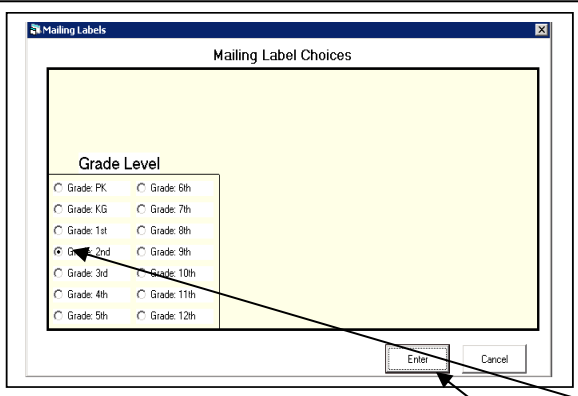
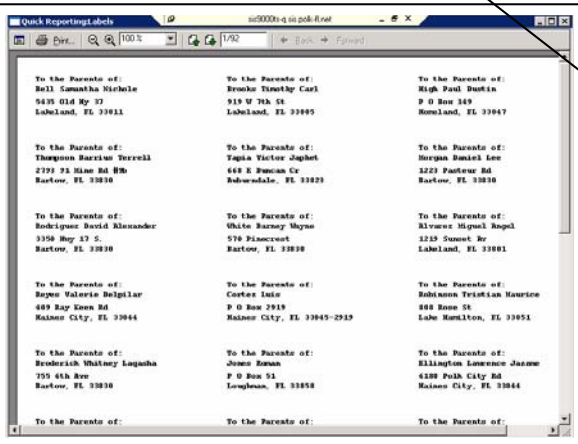


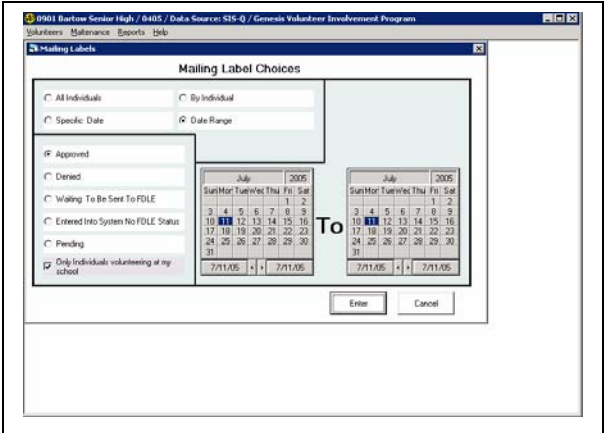
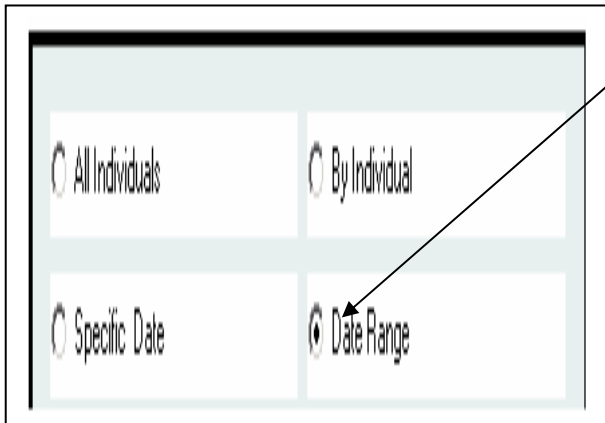
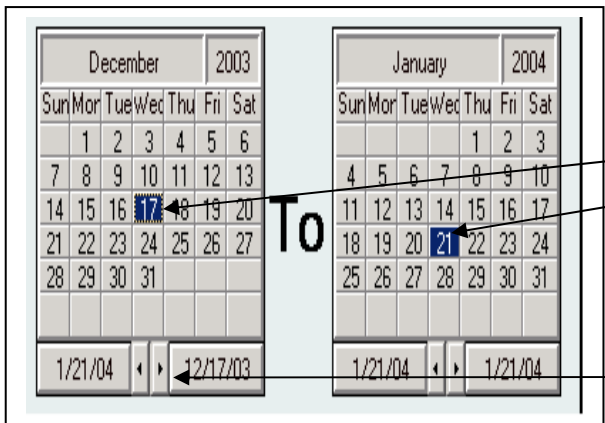
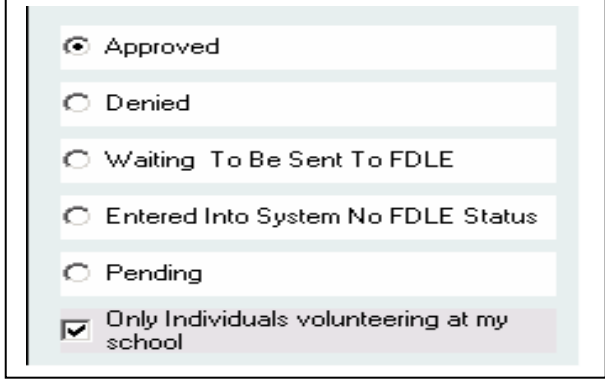
Genesis Volunteer Involvement Program Reports

Steps	Screen Displayed	Procedures
1	 	<p>There are many reports that can be accessed and printed from the <u>Volunteer Involvement Program</u> in Genesis.</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 
2		<p><u>Following are examples of the Volunteer Involvement Program Reports:</u></p> <p>Example:</p> <div style="border: 1px solid black; padding: 10px; text-align: center; background-color: #cccccc;"> <p>Approved Volunteer List Report</p> </div>

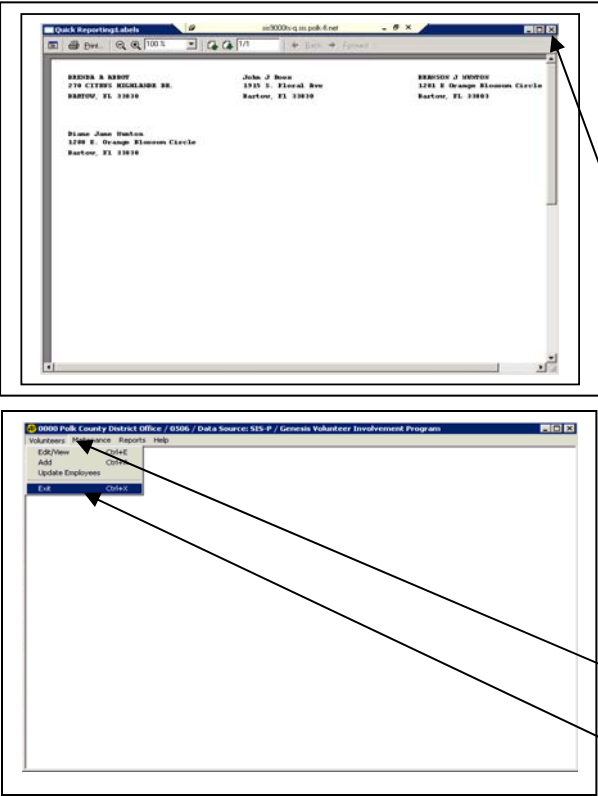
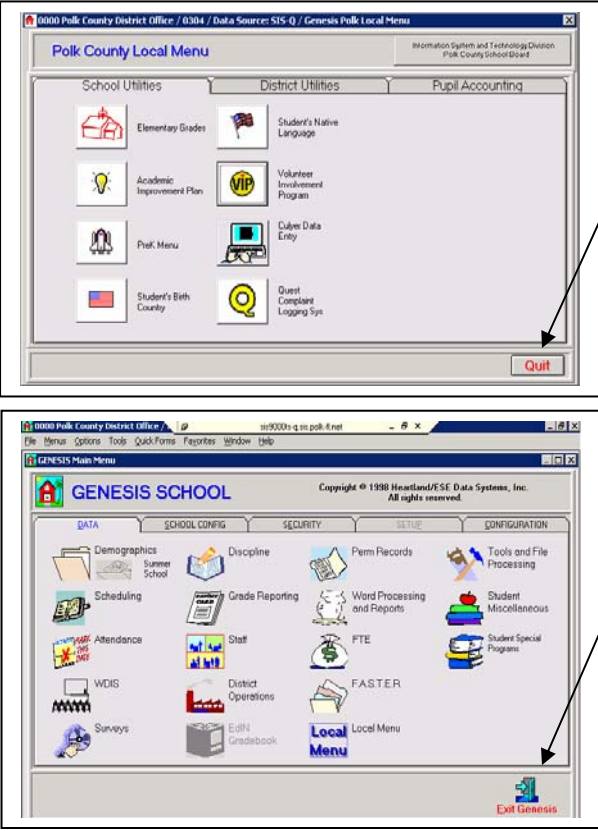
Genesis Volunteer Involvement Program Reports

Steps	Screen Displayed	Procedures
3	 	<p>Example:</p> <div style="border: 1px solid gray; padding: 5px; text-align: center; background-color: #f0f0f0;"> Involvement Hours by Category Report </div> <p>Example:</p> <div style="border: 1px solid gray; padding: 5px; text-align: center; background-color: #f0f0f0;"> Service Type and Hours by Volunteer Report </div>
4	 	<p>Example:</p> <div style="border: 1px solid gray; padding: 5px; text-align: center; background-color: #f0f0f0;"> Volunteers by Child's Grade Report </div> <p><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 Enter • Click the Print icon to print the Labels <p><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	 	<p>Example:</p> <div style="border: 1px solid black; padding: 5px; text-align: center; background-color: #d3d3d3;"> Volunteer Mailing Labels Report </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:</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 Enter <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><u>To close the Report</u></p> <ul style="list-style-type: none"> Click the X in the top right corner of the screen <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
8		<ul style="list-style-type: none"> Click Quit to return to the Genesis Schools menu screen Click Exit GENESIS to exit the GENESIS System