

HOW TO BECOME A TEEN VOLUNTEER

for the Shorewood Recreation & Community Services Department

STEP 1: FILL OUT ONLINE TEEN VOLUNTEER APPLICATION

The application can be found at: www.shorewoodschoools.org under the Recreation and Community Services Tab, then by going to the Teen Volunteer page.

STEP 2: WAIT FOR APPROVAL OF APPLICATION – CHECK E*MAIL

Within THREE business days of applying to be a Teen Volunteer, you will receive an e-mail that will grant you access to an online Volunteer Portal, referred to as VICNET. This is where you will sign up for all of your volunteer shifts. However, until you complete Step 3, you will not have the ability to sign up for shifts.

STEP 3: COMPLETE TEEN VOLUNTEER ORIENTATION

You must either attend an IN-PERSON Teen Volunteer Orientation or watch the VIDEO Orientation and complete a brief online quiz. The link to the video orientation will be sent to you via e-mail.

STEP 4: SIGN UP FOR VOLUNTEER SHIFTS!

After THREE business days of completing your orientation, when you log in to VICNET and click on “Sign Up,” you will have access to sign up for volunteer shifts. To sign up for a shift, you will click the orange HELP WANTED button on the days that you are available. You will only need to sign up for the first day that the class meets to reserve your volunteer spot. However, please double check that you are available to attend on ALL dates that the program meets.

STEP 5: LOG YOUR HOURS

Be sure to log in to VICNET after each day you volunteer and log the time that you have volunteered. You will have access to VICNET indefinitely so you can re-access and print your logged hours at any point in the future.

Questions? Contact Megan in the Recreation Department at: (414) 963-6913 x 4 or mwelch@shorewood.k12.wi.us

Website: www.shorewoodschoools.org Phone: (414) 963-6913 x 4