Dear St. Joe’s Parents and Guardians,

The St. Joseph the Worker School Parent Participation Program is a cornerstone of our school community. As this program plays such an important role, we have made the important move forward with an online program called OnVolunteers to help make the process easier for everyone involved.

Each family will have their own unique password-protected access to the website, aka the “Volunteer Portal”. From within the portal, you will be able to:

* Easily view and quickly sign up for available volunteer tasks.
* Automatically track the tasks you have signed up for or have been assigned.
* Automatically track your hours. You do not have to manually submit service hours for volunteer opportunities you have been assigned to.
* Know your real-time service hours. Please note that some hours are tracked as jobs are scheduled while other jobs are tracked monthly or quarterly.
* Receive/send messages from and to the volunteer team regarding volunteer-related matters, all from within the portal.

You can login to the Volunteer Portal at **[http://SJTW.van.onvolunteers.com](http://SJTW.van.onvolunteers.com" \t "_blank)**

**USERNAME:** Primary email address your family uses with the school

**INITIAL Password (CORRECT ONE!):** StJTW#2020

The first time you log in, you will see a ‘Start Guide’ screen with 4 short videos which will help familiarize you with the portal. We recommend you watch at least the 1st video, the Introduction video. This video will show you how to **personalize your password** (which we strongly recommend you do for security purposes).

The portal is very easy to use, you don’t need to have any technical knowledge! Along with the Start Guide, there are other videos in the ‘How-To’ area, link on the upper right hand corner of the screen.

If you have any questions about the new volunteer portal, please feel free to contact us at: st.joes.parentparticipation@gmail.com

Thank you again for your continuous support of our Parent Participation Program!

Yours in Faith,

Resina Becket

On Behalf of the PEC