



Delta Christian School Ad Hoc Instructions for OnVolunteer

On a Computer:

1. Click on (or hover your mouse over) "Activities" on the top menu
2. Click on "Ad Hoc" when the drop down menu appears
3. On the new screen, look at the top right hand corner and you will see "New Ad Hoc Request" - click on this
4. Ad Hoc Type - can either be "Un-Scheduled" or "Extra Hours"
5. Activity - choose the activity that best suits what you did
6. Description - describe what you did
7. Task Date - click on date that you volunteered
8. Total Hours - enter total amount of time served for this particular task
***Amount of time is only for the time of your volunteer service. If you leave an event after driving students to or from a field trip location, please only include the time of driving students.*
9. Click on the green "Submit Request" button

And you're done! Once you have submitted it the office will review. The office will either approve your request or require additional information.

On a Cell Phone:

1. Click on the calendar icon at the top (underneath "Delta Christian School Volunteer Program")
2. Click on Ad hoc on the drop down menu
3. Click on "+ New Ad Hoc Request" close to the top right corner
4. Ad hoc Type - can either be "Un-Scheduled" or "Extra Hours"
5. Activity - choose the activity that best suits what you did
6. Description - describe what you did
7. Task Date - click on the date you volunteered
8. Total Hours - enter total amount of time served for this particular task
9. ***Amount of time is only for the time of your volunteer service. If you leave an event after driving students to or from a field trip location, please only include the time of driving students.*
10. Click on the green "Submit Request" button

And you're done! Once you have submitted it the office will review. The office will either approve your request or require additional information.

Thank you for your volunteer service!