



Delta Christian School OnVolunteers Ad Hoc Instructions

From a Computer:

1. Sign into your [OnVolunteers](#) account.
2. Click **Activities** on the left menu pane to expand the Activities dropdown menu
3. Click **Ad hoc**
4. On the new Ad hoc screen, click the blue **Submit a new request** button
5. Keep the **Ad hoc Type** as **Unscheduled Task**
6. Choose the **Activity** that best suits what you did, such as **Field Trips 2026-2027**
7. Write a **Description** that states what you did
8. Choose the **Task Date** based on the date you volunteered
9. Enter the **Total Hours** of time you served for this particular task. (Please round to the nearest quarter hour. For example, If you served 3 hours and 15 minutes, your Total Hours would be 3.25 hours.)
***Total Hours 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 the green **Save** button to submit your Ad hoc entry. Your entry will be reviewed for approval.

From a Cell Phone:

1. Sign into your [OnVolunteers](#) account.
2. Click the **Menu** on the upper left of your screen to open the menu pane.
3. Click **Activities** to expand the Activities dropdown menu
4. Click **Ad hoc**
5. On the new Ad hoc screen, click the blue **Submit a new request** button
6. Keep the **Ad hoc Type** as **Unscheduled Task**
7. Choose the **Activity** that best suits what you did, such as **Field Trips 2026-2027**
8. Write a **Description** that states what you did
9. Choose the **Task Date** based on the date you volunteered
10. Enter the **Total Hours** of time you served for this particular task. (Please round to the nearest quarter hour. For example, If you served 3 hours and 15 minutes, your Total Hours would be 3.25 hours.)
***Total Hours 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.*
11. Click the green **Save** button to submit your Ad hoc entry. Your entry will be reviewed for approval.

Thank you for your volunteer service!