



VIPS Coordinator Checklist

- ✓ The VIPS Coordinator Training Handbook is online at www.hebisd.edu/vips; handbook can be found under “VIPS Documents” at the bottom of the VIPS page.
- ✓ The VIPS & AAS Awards Luncheon will be held in May each year at Campus West.

VIPS Information

- ✓ All volunteers must pass a background check using the online system before they may volunteer. Paper applications are not accepted. The online system only requires a name and birth date. It is state law that volunteers pass a background check.
- ✓ Once a background check has been completed, volunteers should contact the VIPS Program Liaison to have a VIPS ID badge made. Because background expiration dates are printed on the badge, a new badge must be obtained each year after the background check is renewed. Background checks can be renewed 30 days before the expiration date of the current background check.
- ✓ Volunteers may print out their VIPS credentials to use with a photo ID until they can obtain a photo VIPS ID badge. They do this by logging into their VIPS HourTracker account and using the “Click here to print your VIPS credentials” link provided in the blue box on the right side of the screen.
- ✓ For donated items, \$5 will be equal to one hour of volunteering, so a volunteer who donates an item can be given credit hours based on the dollar value of the donation. This can be calculated when logging hours. This conversion is for a direct donation, not for any personal purchases. (i.e. you cannot purchase something from PTA and then calculate the purchase value for VIPS credit). There is a detailed list in the training handbook, and on the website.
- ✓ To calculate donation value, the person making the donation must have passed a background check, have a VIPS Volunteer ID, and be in the volunteer database. Schools cannot convert a donation from a business, adopter, PTA, or other organization. Only donations from volunteers may be entered into bulk accounts.
- ✓ Schools are to hold orientation for all volunteers, including returning volunteers, to discuss rules and procedures, district logged hours goal, and to demonstrate the procedure for logging in hours.
- ✓ Volunteers must check their database record to confirm name spelling, email, mailing address, phone numbers, etc. They can do this using the “Edit My Info” option when they sign into the VIPS HourTracker system. Silver Service Badges are mailed to volunteers’ homes, so it is essential that volunteers keep their records updated. If badges are returned they will not be mailed again, and will need to be picked up in person.

VIPS Information continued

- ✓ Badges and pins are not earned in the same year. Volunteers who earn a badge receive a letter with their badge explaining that they will be eligible for pins in the next VIPS year.
- ✓ Volunteers MUST have logged at least one hour into their VIPS HourTracker account to be invited to the annual awards luncheon. The online invitation is designed for volunteers with at least one hour logged. A volunteer with no hours logged under their name will not be able to view the online invitation. Coordinators, with a volunteer's permission, may log a volunteer's hours for them. This will require the coordinator to have the volunteer's ID number and password.
- ✓ VIPS year is April 1 – March 31. Volunteers will have one extra week to enter hours earned through March 31 into the database. The VIPS HourTracker database will be locked at midnight on April 7th so final volunteer reports can be run. Hours entered after April 7th will count toward the following VIPS year.