

Logging Service Project and Athletics PIP Hours

(This is only for logging hours that are NOT part of an event)

1. Login to CERVIS from the [Parent Volunteer Opportunities](#) page of Carondelet's website (link found on the Parents' page of the website).

STEP 1 - REGISTER FOR SERVICE PROJECT (you will only need to do this once for each service project)

2. From the "Volunteer Main Menu" click "submit a Service Project Application" (you will only need to do this step the first time).

Volunteer Portal Home

Event Registration Management (one-time or short-term opportunities)

-  Register for an Upcoming Event
 -  View or Cancel Registration for an Upcoming Event
-

Service Project Management (on-going or long-term opportunities)

-   Submit a Service Project Application
 -  Record or Update Service Project Activity
 -  View Current Service Project Registration Information
-

Profile Management

-  Add Additional Volunteer to my Profile
 -  View or Update Volunteer Profile Information
-

Continue to next page

3. Select your name, and then the Service Project you'd like to join, and then **Submit Service Project Application** at the bottom. **Note: It cannot be accepted unless you have fulfilled the [Volunteer Requirements](#) listed on the Parent Volunteer page.**

Step 1: Select a Volunteer Below

Renee G.

▼ Search Projects by Interest, Location, or Keyword

🔍

Step 2: Select an Available Project Below

————— Highlighted Opportunities —————

Committee -- Visions 2018

Aug 1, 2018 - Apr 30, 2019 Unlimited

Visions of Christmas

Gift Baskets/Silent Auction- Visions 2018

Aug 1 - Dec 30, 2018 Unlimited

Visions of Christmas

Athletics PIP 2018-2019

May 1, 2018 - Apr 30, 2019 Unlimited

Athletics

School Store Volunteers 2018-2019

May 1, 2018 - Jun 30, 2019 Unlimited

Main

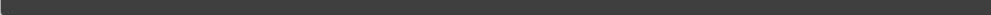
Boutique Pricing - Visions 2018

Aug 1 - Dec 31, 2018 Unlimited

Visions of Christmas



Step 3: Provide an Additional Note (Optional) ⓘ



Step 4: Submit Service Project Application

Continue to next page

Step 2 - LOGGING HOURS (You must have completed Step 1 in order to log back in and log hours)

1. Login to CERVIS from the [Parent Volunteer Opportunities](#) page of Carondelet's website (link found on the Parents' page of the website), and click Record or Update Service Project Activity.

Volunteer Portal Home

Event Registration Management (one-time or short-term opportunities)

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Service Project Management (on-going or long-term opportunities)

-  Submit a Service Project Application
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 -  View Current Service Project Registration Information
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Profile Management

-  Add Additional Volunteer to my Profile
 -  View or Update Volunteer Profile Information
-

Report Management

-  View or Print Volunteer Activity History
-

Account Management

-  Change Password

Continue to next page

2. Select the correct service project (if you have more than one option), and fill in the red sections below.


Note: If no service projects are listed, it means you haven't yet registered for a service project, or that your application is not yet approved. Please be patient with the volunteer coordinator. There are about 1600 parents here.


Record/Update Service Project Activity

 Please record your service project activity below.



Step 1: Select a Volunteer Below 


Renee Gistand 


Step 2: Select a Service Project Below 


Athletics PIP 2018-2019
 May 1, 2018 - Apr 30, 2019
Athletics

Step 3: Enter your Activity Details Below

Service Date:*  

Service Hours:* 

Notes (1000 character max): 



3. Don't forget to click Record Service Project Activity once you're done!

*****All volunteers working with/around students must be cleared.*****

If you are uncertain of your clearance, send an email over to volunteer@carondeleths.org and inquire.