

HEARTLAND STUDENT VOLUNTEERS

Activities that occur at Heartland (Heartland Helpers, Safety Patrol, WHRT) will be recorded by the school on your students account. **To avoid confusion, parents SHOULD NOT enter volunteer hours for these events.**

For community services performed OUTSIDE of the school and to ensure that your student is properly credited with his/her hours of service, please follow the steps listed to record them in your family account. Activities may include, but are not limited to, working in a soup kitchen, picking up trash in the neighborhood, and visiting retirement homes. Families, scout troops, churches/synagogues, or any organization that encourages volunteerism may plan activities that are helpful to the community and can count towards the hours needed to receive the award. These activities must be done purely on a volunteer basis to count toward your community service hours.

DUE DATES: Hours collected between April 1, 2019 - March 31, 2020 are eligible. All eligible hours must be entered into your account by March 27th. After this date, hours can no longer be logged into your account.

Students who turn in 26 or more hours will be recognized with the Blue Valley Volunteer Service Award:

- Gold: 75+ hours
- Silver: 50-74 hours
- Bronze 26-49 hours

Step 1

Create or Login to your Heartland Account on www.heartlandpto.org

WELCOME TO OUR ONLINE REGISTRATION!

Let's get started!


- Register and/or login
- Create a family account.

That's it, you are ready to go!

Now you can:

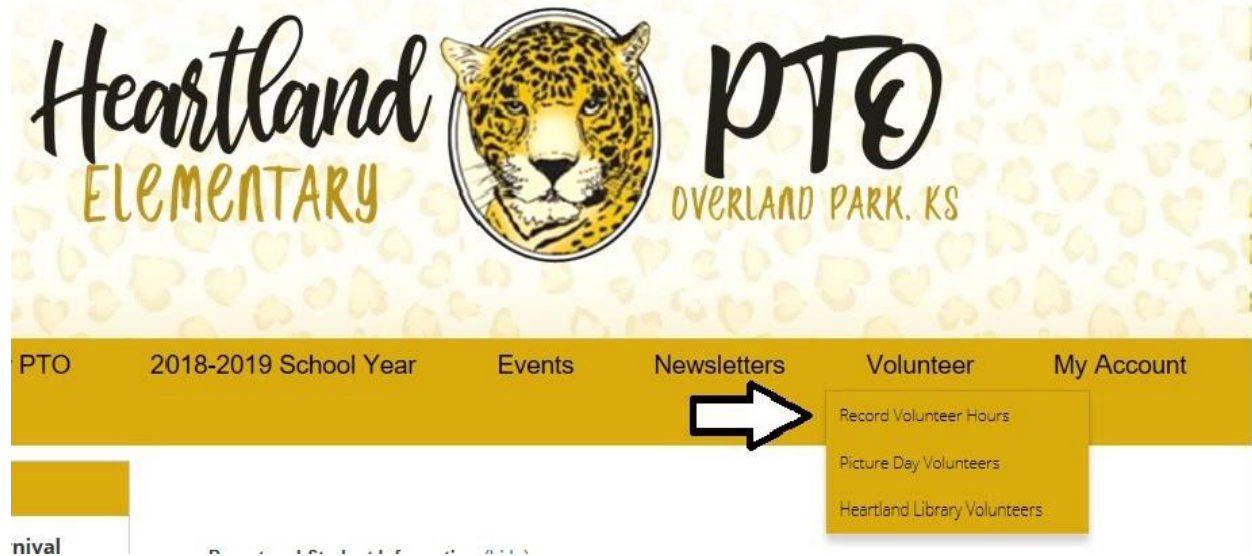
- Access the PTO member directory
- Sign up for newsletters
- Stay up to date with school events calendar
- View volunteer opportunities
- Purchase items or event ticket

Your info will not be shared and can only be accessed by PTO members if you allow it.

<h4>Returning User?</h4> <p><i>If you have a Membership Toolkit user account, even with another organization, you can log in here:</i></p> <p>E-mail Address</p> <input type="text" value="name@domain.com"/> Password <input type="text" value="password"/> I forgot my password <input type="button" value="Log in"/>	<h4>New User?</h4> <p><i>If you don't currently have a Membership Toolkit user account, create one now:</i></p> <input type="button" value="Create Account"/> 
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Step 2

After logging in, you should see the following screen. Move your mouse over to the "VOLUNTEER" tab and a drop-down menu will appear. Select "Record Volunteer Hours"



STEP 3

The following screen should appear. Enter the proper information for each menu item:

- Event Description: For example: Bell ringing with the Salvation Army, Trash pickup with the Scouts.
- Name of Volunteer: Choose the students name from the dropdown menu
- Volunteer Hours: Enter the number of hours in decimal values (30 minutes would be entered in as .5 hours)
- Volunteer Date: Enter date of service. Please enter each day separately

Click "RECORD HOURS" to enter your hours.

Volunteered Hours

Thank you for volunteering and taking the time to record your volunteer hours. If you have any questions, contact our Heartland PTO Volunteer Coordinator: Lisa Bworggah at lkbworggah@yahoo.com

Once again, thank you. The time that you have given is appreciated.



Record Volunteer Hours

Event Description

Name of Volunteer



Volunteer Hours

Use a decimal value (i.e. 1.25). Values will be rounded to the nearest quarter-hour.

Volunteer Date

Use the format mm/dd/yyyy

record hours

Previously Reported Hours

You have no previously reported volunteer hours.

That's it!

Thank you for taking the time to enter your student's volunteer hours. If you have any questions, please email Karen Bryan at kbryan@bluevalleyk12.org

We greatly appreciate everything our Heartland Families do for our school!