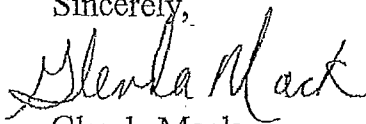


Dear Youth Volunteer,

Thank you for your interest in volunteering. We are excited that you have chosen to volunteer and give back to your community. All youth volunteers are required to be registered in a central database. You must register online (with parent permission) through the Volunteer Management Installation System (VMIS) at www.MyarmyOneSource.com. Once registered, the system will allow you to document your volunteer hours. We want to make sure you receive appropriate recognition for the time you so willingly give. Even though you are documenting your hours online, please make certain that you sign in and out whenever you volunteer. You can volunteer on or off post. Hours volunteered off post must be tracked in the CYSS Promise Passport.

All volunteers must attend an orientation prior to volunteering. Orientations are held the first Tuesday of each month at the Tolson Youth Activities Center at 1700 hours. Please contact me at (910) 432-1008 or by email at Glenda.mack@us.army.mil for further assistance. Thanks again for your interest in the Fort Braggs Youth Volunteer Promise Passport Program.

Sincerely,



Glenda Mack

Director

Youth Education Support Services

PARENTAL PERMISSION

For use of this form, see AR 608-1; the proponent agency is OACSIM.

SECTION I

I, _____ parent guardian, give my permission for
_____ (name of child), to volunteer at
_____ (name of agency/activity) on
_____ (installation) on _____ (date or day of
week) from _____ (time).

I understand that my child will be performing the following volunteer services.

_____ (Description of volunteer service performed)

SECTION II - FOR APPROPRIATED FUND ORGANIZATIONS

I understand that _____ (name of child) will be performing as a volunteer and he or she is not, because of these services, an employee of the United States Government or any instrumentality thereof (except for certain purposes relating to criminal conflicts of interest, the Privacy Act, tort claims and workman's compensation coverage concerning incidents occurring during the performance of approved volunteer service as specified in 10 USC Section 1588(d)(1)) and shall receive no present or future salary, wages, or related benefits as payment for these volunteer services.

TYPED/PRINTED NAME OF PARENT OR GUARDIAN

SIGNATURE OF PARENT/GUARDIAN

DATE (YYYYMMDD)

SECTION III - FOR NON-APPROPRIATED FUND ORGANIZATIONS

I understand that _____ (name of child) will be performing services as a volunteer and he or she is not, because of these services, an employee of the United States Government or any instrumentality thereof (except for certain purposes relating to tort claims and workman's compensation coverage concerning incidents occurring during the performance of approved volunteer service as specified in 10 USC Section 1588(d)(2)) and shall receive no present or future salary, wages, or related benefits as payment for these volunteer services.

TYPED/PRINTED NAME OF PARENT OR GUARDIAN

SIGNATURE OF PARENT/GUARDIAN

DATE (YYYYMMDD)

VOLUNTEER AGREEMENT FOR

APPROPRIATED FUND ACTIVITIES

NONAPPROPRIATED FUND INSTRUMENTALITIES

PRIVACY ACT STATEMENT

AUTHORITY: Section 1588 of Title 10, U.S. Code, and E.O. 9397.

PRINCIPAL PURPOSE(S): To document voluntary services provided by an individual, including the hours of service performed, and to obtain agreement from the volunteer on the conditions for accepting the performance of voluntary service.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however failure to complete the form may result in an inability to accept voluntary services or an inability to document the type of voluntary services and hours performed.

PART I - GENERAL INFORMATION

1. TYPED NAME OF VOLUNTEER <i>(Last, First, Middle Initial)</i>		2. SSN	3. DATE OF BIRTH <i>(YYYYMMDD)</i>
4. INSTALLATION		5. ORGANIZATION/UNIT WHERE SERVICE OCCURS	
6. PROGRAM WHERE SERVICE OCCURS		7. ANTICIPATED DAYS OF WEEK	8. ANTICIPATED HOURS
9. DESCRIPTION OF VOLUNTEER SERVICES			

PART II - VOLUNTEER IN APPROPRIATED FUND ACTIVITIES

10. CERTIFICATION

I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services, tort claims, the Privacy Act, criminal conflicts of interest, and defense of certain suits arising out of legal malpractice. I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services I will be providing.

a. SIGNATURE OF VOLUNTEER		b. DATE SIGNED <i>(YYYYMMDD)</i>	
11.a. TYPED NAME OF ACCEPTING OFFICIAL <i>(Last, First, Middle Initial)</i>	b. SIGNATURE	c. DATE SIGNED <i>(YYYYMMDD)</i>	

PART III - VOLUNTEER IN NONAPPROPRIATED FUND INSTRUMENTALITIES

12. CERTIFICATION

I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services and liability for tort claims as specified in 10 U.S.C. Section 1588(d)(2). I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers, and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services that I am offering.

a. SIGNATURE OF VOLUNTEER		b. DATE SIGNED <i>(YYYYMMDD)</i>	
13.a. TYPED NAME OF ACCEPTING OFFICIAL <i>(Last, First, Middle Initial)</i>	b. SIGNATURE	c. DATE SIGNED <i>(YYYYMMDD)</i>	

PART IV - TO BE COMPLETED AT END OF VOLUNTEER'S SERVICE BY VOLUNTEER SUPERVISOR

14. AMOUNT OF VOLUNTEER TIME DONATED				15. SIGNATURE	16. TERMINATION DATE <i>(YYYYMMDD)</i>
a. YEARS <i>(2,087 hours=1 year)</i>	b. WEEKS	c. DAYS	d. HOURS		
17.a. TYPED NAME OF SUPERVISOR <i>(Last, First, Middle Initial)</i>				b. SIGNATURE	c. DATE SIGNED <i>(YYYYMMDD)</i>

Youth Volunteer Application
(Please Print)

Youth Name _____ Date _____

Address _____

City _____ State _____ Zip Code _____

Date of Birth _____ Age _____ Gender: Male _____ Female _____

Grade _____ School _____

Home Phone _____ Email _____

Father/Guardian Name _____ Work Phone _____

Mother/Guardian Name _____ Work Phone _____

New Volunteer? _____ Yes _____ No

How do I register in the VMIS???

Follow the easy steps below to register.

If you do not have an email address, see the AVCC to register as a Non-User.

*If you are not registered on the website,
START HERE.*

- Go to www.MyArmyOneSource.com.
- Click on the Volunteer Tools tab in the upper right corner.
- Click on Online Opportunity Locator.
- Use the drop down box & select the Military Community, Fort Bragg (located under IMCOM Southeast Region).
- Use the drop down box & select the organization in which you would like to volunteer.
- Click on Search.
- Select the position you are interested in, and click on Apply at the bottom of the page. Click on the Register for this Site link on the right.
- Click here to Register Now, and complete the registration information.
- Click continue.
- Verify information and click Register at the bottom right hand corner.
- Screen will show "Registration Complete" and "Thank You for Registering". You have been pre-approved and logged into the site.
- Click continue (returns you to homepage).

*If you are registered on the website,
START HERE.*

- Go to www.MyArmyOneSource.com and log in.
- Click on the Volunteer Tools tab in the upper right corner.
- Click on Opportunity Locator.
- Use the drop down box & select the organization in which you would like to volunteer.
- Click on Search.
- Select the position you are interested in, and click on Apply at the bottom of the page.
- Position description will open on the screen.
- Review to ensure this is the position you are looking for. Scroll to the bottom and click on Submit.
- Screen will say Volunteer Application Sent.
- Screen will say "What would you like to do next?"
- Follow instructions based on your desired goals.

An email will go to your Organization Point of Contact (OPOC). The OPOC will then approve or reject your application. Once approved, you may then begin to log your hours. Hours must be input by the 5th of the month for the previous month – see instructions on the back page.



Department of Army Volunteer Management Information System (VMIS)

How to Guide for Volunteers

The Volunteer Management Information System (VMIS) is the Army's new online volunteer management tool located at www.MyArmyOneSource.com. The system provides a standardized system across the Army for volunteers to document their service history. It also allows for reporting of volunteer activity and statistics at the installation, region, and Department of Army levels. The system will allow you to document your entire volunteer history as you move from installation to installation. All installation volunteers are now required to register in this system and document hours each month.

Each organization has an Organization Point of Contact (OPOC) who manages the volunteers and hours within the system. If you don't know who your OPOC is, contact the AVCC at 396-8160. All technical issues should be addressed through the Chat Online with Technical Support located at the top of the page.



Follow the steps below to log your hours.

- If you've never logged hours...
- Go to www.MyArmyOneSource.com and log in.
- Click on Volunteer Tools tab in the upper right hand corner.
- Click on Service History.
- Click on the Hours button (highlighted in blue) next to your position.
- To enter for the current month, select Day, & Add for Open Dates.
- When you are finished entering hours, be sure to scroll to the bottom and click SAVE!
- If you've previously logged hours....
- Log on to www.MyArmyOneSource.com.
- Click on Log In at the top of the page.
- Click on Volunteer Tools tab in the upper right hand corner.
- Click on Service History.
- Click on the Hours button (highlighted in blue) to the right of the position you want to log hours for.
- To enter for the current month, select Day, & Add for Open Dates.
- When you are finished entering hours, be sure to scroll to the bottom and click SAVE!

Follow the steps below to update your profile.

- Go to www.MyArmyOneSource.com and log in.
- Click on Update Profile Box in upper right corner.
- Click on Edit Profile.
- Click on SAVE when done.

**HOURS MUST BE ENTERED INTO THE SYSTEM BY
THE 5TH OF THE MONTH FOR THE PREVIOUS
MONTH TO ENSURE CERTIFICATION.**