

Fort Knox Volunteer Organization

The following is a list of organization currently participation in the Army Volunteer Corps Program. The Army Volunteer Corps manager will assist you in making your selection based upon your experience and motivation for volunteering.

- ❖ American Red Cross
 - Helping Hands Program
- ❖ Army Community Service
 - Army Volunteer Corps Program
 - Army Family Team Building
 - Army Family Action Plan
 - Employment Readiness Program
 - Family Advocacy Program
 - Victim Advocacy Program
 - Mobilization/Deployment Program
- ❖ Better Opportunities for Single Soldiers
- ❖ Boy Scouts of America
- ❖ Girl Scouts of America
- ❖ Religious Education Program
- ❖ Chapel Activities
- ❖ Child Youth & School Services
 - School Age Services
 - Child Development Center
 - Youth Services
- ❖ Thrift Store
- ❖ Family Readiness Groups
- ❖ Fort Knox Community Schools
- ❖ Fort Knox Spouses and Community Club
- ❖ Patton Museum of Calvary & Armor
- ❖ Sergeant Audie Murphy Club
- ❖ Office of the Staff Judge Advocate
- ❖ Law Enforcement Command

Why Volunteers Track Hours are Important ? ?

We often think of record keeping as boring, time-consuming, and unrelated to the more rewarding aspects of day-to-day work with volunteers. The importance of recording and reporting volunteer hours can benefit not only your organization but also everyone involved. There are four reasons why you need to maintain formal records of volunteer participation in your organization.

- ❖ **The Individual Volunteer**
- ❖ **The Unit/Family Support Group**
- ❖ **The Installation Volunteer Program**
- ❖ **The Community**

For the individual volunteer one of the most important reasons for recording hours is that without a written record of participation it is difficult to be effectively recognized for his/her service. The Fort Knox Army Volunteer Corps Program hosts a quarterly awards ceremony held quarterly to recognize volunteers for their efforts. Nominations must be submitted to the Army Volunteer Corps Manager (AVCM) submission dates will be announced. The volunteer awards ceremony recognizes all volunteers nominated for that quarter and one outstanding Adult and Youth Volunteer of the Quarter.

Volunteers are recognized by the Garrison Commander. The volunteers hours worked for this time frame are translated into a dollar amount, and a large check is presented to the Fort Knox Community to show dollar savings due to volunteer hours worked. Therefore, it is important to maintain an accurate and consistent record of volunteer hours.



**ARMY FAMILY COVENANT
KEEPING THE PROMISE**



WHAT IS THE VOLUNTEER MANAGEMENT INFORMATION SYSTEM (VMIS)

• **VMIS** is a new on-line **Volunteer Management Information System** under my Army Life Too website which will be used to maintain all volunteer records, hours, **Army Volunteer Corps Coordinator (AVCC)** information. **Organization Point of Contact (OPOC)** and all of their information, organization position descriptions, organization position opening and volunteer interest information. The system will allow **YOU** to document your entire volunteer history as you move from installation to installation. All installations volunteers are now required to register on the site and document hours.

Army Volunteer Corps Program

Army Community Service

Bldg 5101
12th Armored Division Ave
Fort Knox, KY 40121
(502) 624-6779/8391
TTY: (502) 624-8419
Fax: (502) 624-1858

Army Volunteer Corps Manager

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

- ❖ Log on to www.MyArmyOneSource.com
- ❖ Click on **Family Programs & Services**.
- ❖ Click on **Volunteering**.
- ❖ Click on **Online Opportunity Locator**.
- ❖ Use the drop down box & select the **Military Community**, Fort Knox (located under 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 then click on **Apply** at the bottom of the page. Click on **Register For This Site** link on the right.
- ❖ Click here to register now.
- ❖ Complete the registration information.
- ❖ Click **continue**.
- ❖ Verify information, 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).

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 - ❖ Fort Knox (located under Southeast Region).
 - ❖ Use the drop down box & select **Organization** in which you would like to volunteer.
 - ❖ Click on **Search**.
 - ❖ Select the position you are interested in, and the click on **Apply** at the bottom of the page.
 - ❖ Position description will open on the screen.
 - ❖ 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 the instructions based on your desired steps.
- ❖ An email will go to the Organization Point of Contact (OPOC). The OPOC will then approve or reject your application. Once approved, you may then log your hours. Hours must be input by the 1st of the month for the previous month see instruction on “How do I log my hours.”

How do I log my hours ? ? ?

Follow these steps to log your hours.

- ❖ Log on to www.MyArmyOneSource.com
 - ❖ Click on **Log In** at the top of the page.
 - ❖ Click on **My AOS Page (upper left corner)**.
 - ❖ Scroll down to **Volunteer Center** and click on **Service History**.
 - ❖ All positions you are registered for are under this tab. Click **More** if you want to see your entire Service History including inactive or finished positions.
 - ❖ Click on the word **Hours** next to the position title that you want to record hours for, and it will take you to the **Record Hours** page.
 - ❖ To enter for the current month, select **Day**, and then **Add for Open Dates**.
 - ❖ To enter historical hours, select **Period**, and then **Add for Period**.
 - ❖ When you are finished entering hours, be sure to scroll to the bottom and click and **Save**.
- ❖ **HOURS MUST BE SUBMITTED BY THE 1ST OF THE MONTH TO ENSURE CERTIFICATION BY THE 15TH. Historical hours input for previous months must still be certified by the OPOC. Please inform your OPOC when historical hours are input into the system.**

Please contact your OPOC for assistance. All technical issues should be addressed thru the **Feedback** located in the **Support Quick Link** at the bottom of the page. If you don't know who your OPOC is, contact the AVCM at 624-6779.