

Entering/Leaving the Building

- 1) To enter the building, push the intercom button on the wall and stand in front of the glass window on the front doors, not the metal borders. Someone in the front office will ask through the intercom for your name and business with the school.
- 2) Have your driver's license (or some form of state id card that can be scanned, passports will not work) ready to be scanned at the office whenever you enter the building during school hours (even if you have already been scanned).
- 3) A badge will be printed for you to wear when your license has been scanned. You can not walk through the building during school hours without a badge on.
- 4) When you are ready to leave the building, let the office know so that they can sign you out of the system.

Logging Volunteer Hours

Raptor keeps track of every person's volunteer hours during the school year. When you volunteer at the school, the office will log the hours for you. To log out-of-school hours (ex. baking at home; shopping for a party; Fall Festival) log them from home by following the instructions below (this will only work if your driver's license has already been scanned into the system as a volunteer).

- 1) Go to www.v-volunteer.com.
- 2) Either create a new account or sign in to a current account.
- 3) To log in your hours, click on the "log hours" button located under the SHORTCUTS section of the screen.

Volunteer Events

To see a list of upcoming volunteer opportunities please visit the following websites:

- 1) [The Volunteer Opportunities page on the C2E website](#)
OR
- 2) [The Parent Volunteer Association \(PVA\) website](#)