

# Tobyhanna Volunteers

## WHAT'S THE COMMITMENT?

Many agencies have flexible requirements. You can volunteer for a day, an evening, a special one time project, or for ongoing opportunities. Select the activity the best suits your interest, it's up to you!

## VOLUNTEER ORIENTATION

Each agency has it's own orientation and training available. Training may include: first aid, office administration, tax preparation, train the trainer, coaching skills, etc.

## VOLUNTEER MANAGERS

Regularly scheduled AVC Council meetings provide the opportunity for various trainings: Understanding Volunteer Roles and Responsibilities, Effective Volunteer Management, Recruiting Group Volunteers, Time Management, Conflict Management, Team Building, Recognizing Volunteer and Marketing opportunities. Trainings will be offered through various methods: classroom, online and electronic mailing instruction.



# Why Volunteer?

## THE VOLUNTEER

- Contribute to the community
- Meet new people
- Build resume experience
- Share your skills and talents
- Be challenged

## THE COMMUNITY

- Sustain programs
- Increase community awareness
- Enrich quality of life for community members

## RECOGNITION

- Volunteer of the Year
- Volunteer Certificate of Appreciation
- Volunteer Appreciation Gifts
- Presidential Service Awards
- Commanders' Annual Volunteer Appreciation Luncheon

For more information please contact the AVCC at (570) 615-8887 or email: [nicole.nelson4@us.army.mil](mailto:nicole.nelson4@us.army.mil)



Tobyhanna Army Depot

# Army Volunteer Corps (AVC)



Army Community Service  
11 Hap Arnold Boulevard  
Building 1015  
Tobyhanna, PA. 18424-5044

## Getting Started

To register as a Tobyhanna volunteer, you must complete official volunteer forms which include: Volunteer Agreement (DD Form 2793), Volunteer Service Record (DA Form 4162), and if you are under the age of 18, the Parental Permission Form (DA 5671). These forms can be picked up or mailed to you, contact the volunteer coordinator for details (570) 615-8887.

### ***New Volunteer!***



### **Getting Familiar**

**(AVC) Army Volunteer Corps**  
**(AVCC) Army Volunteer Corps, Coordinator**  
**(OPOC) Organization Point of Contact**  
**(VMIS) Volunteer Management Information System**

**VOLUNTEER ORGANIZATIONS:** Army Community Service (**ACS**), ACS Youth Volunteers, Army Family Team Building (**AFTB**), Association of the United States Army (**AUSA**), Adopt-a-Highway, Americas Promise, Civilian Welfare Council, Combined Federal Campaign (**CFC**), Day of Caring, Depot Choir, Defense Logistic Agency Family Group Association (**DLA FGA**), Operation Santa Claus (**OSC**), Rebuilding Together, Retirement Service Office (**RSO**), Tobyhanna Women's Club (**TWC**), Outdoor Recreation, Veteran's Council

## Volunteer Management Information System (VMIS) Registration

### **If you are registered in VMIS**

- Go to [www.MyArmyOneSource.com](http://www.MyArmyOneSource.com).
- Click login
- Begin at from bullet (2) listed below.

### **If you are not registered on VMIS start here.**

1. Click **Register for this site**, on the right. Proceed with registration. You have successfully registered when your screen says "**Registration Complete—Thank you for Registering**". You are now logged into the site.
2. Click **Volunteer Tools** (upper right corner)
3. Click on **Opportunity Locator**.
4. Under **Select by Military Community**, used the drop down box to select **Tobyhanna Army Depot**. (located under Northeast region).
5. You can search by organization, keyword, etc or to view all available opportunities, simply click **Search**.
6. Once you locate position, click on it and a position description will open on the screen. Scroll down and click **Apply**.
7. Verify information and click Submit. Screen will indicate **Volunteer Application Sent**. An auto-generated email will be sent to the Organization's POC and AVCC, who will need to approve your application.

*\*\* You will receive an email once your application/registration has been approved. At this time, you may begin to log your hours.*

## Log Volunteer Hours

Follow these steps to log your hours.

PLEASE NOTE: Volunteer hours must be entered into the VMIS system by the 15th of the month for the previous months activities. All hours are certified by the organization for which the service occurred.

1. Go to [www.MyArmyOneSource.com](http://www.MyArmyOneSource.com)
2. Click **Login** (at the top of the page) and enter **User Name** and **Password**.
3. Select **Volunteer Tools**.
4. Click **Service History**.
5. Click on the **Hours** button (highlighted in blue) next to the position you want to add hours for. Select **Add for Open Dates**. When you are finished entering hours, be sure to scroll to the bottom and click **SAVE**.



### ***Registered Volunteer!***

Hours must be submitted no later than the 15th of the month to ensure certification. Whenever possible turn in your hours at least 5 days in advance.

Contact your Organization Point of Contact for more assistance or the AVC Coordinator at 570 615-8887.

*\*\*Previous historical hours should also be added for the year!*