



When you visit the shelter...

- Check in and out on the laptop when you arrive and when you leave. This will allow for your service hours to be automatically entered into your account within the Volgistics database.
- Check your schedule and sign-up for schedule openings. (Community & Adoption Events, Playgroups, etc.)
- Get important updates regarding the shelter.
- View your past service information.

In order to get started, just touch the laptop screen...

- 1) Touch the screen if the screen is dark.
- 2) VicTouch should already be running on the screen. If it's not, click the V icon at the bottom of the screen.
- 3) Type in the last 4 digits of your cell phone # (or last 4 of home phone # if no cell #) and touch Continue.
- 4) Verify your name, Yes or No.
- 5) Choose Sign-in and select the assignment you are here for. (i.e. Dog Walking, Cat Cuddling, etc.)
- 6) If you are coming in for multiple types of opportunities, you can change your assignment.
- 7) At the end of your shift, please remember to sign out (one hour will automatically be recorded, for most assignments, if you forget. Use VicNet to add any additional time).
- 8) If for any reason you cannot log in on the laptop, use your home computer or smartphone to log your time at the shelter on the Volgistics website at: <https://www.volgistics.com/ex/portal.dll/?from=183231> and email JohnnyFreeman@FriendsOfBCAS.org. It's possible we may have an incorrect phone #.

If the laptop isn't responding for some reason, press and hold the power button (on the right side of the keyboard) for about 10 seconds to completely shut down. Press the power button to start it again. The password at the login screen is: **fobcas1234**

Log additional time on your home computer or smartphone at: <https://www.volgistics.com/ex/portal.dll/?from=183231>

For the link to access the VicNet website, go to: <http://www.friendsofbcas.org/ways-help/volunteer-hours>

Friends
of the Burlington County Animal Shelter

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Ways to Help / Log Your Volunteer Hours

Log Your Volunteer Hours

FOBCAS is using Volgistics to track volunteer hours. Click the link below to log-in and record your hours.

[Manage your volunteer hours](#)

Need help? Contact our Volgistics Administrator Johnny F. at johnnyfreeman@friendsofbcas.org.

Who Should Track Their Hours?

Any FOBCAS volunteer who has submitted a FOBCAS volunteer application, including anyone who volunteers on-site at the shelter (cat and dog volunteers, class teachers, office volunteers, etc), anyone who spends time working on FOBCAS projects and tasks at home (home posting, social media management, fostering, etc), and anyone volunteering off-site (events volunteers, transporting, etc), and more. If you aren't sure if your volunteering task should be logged, contact our Volgistics Administrator.

We have not yet added support for BCAS foster volunteers who are not already FOBCAS volunteers (as of 7/17/15). To become a FOBCAS volunteer, attend a FOBCAS General Orientation and complete a volunteer application.

Why is Tracking Useful?

- For you: FOBCAS volunteers are required to spend a minimum of four hours a month working on something to stay "active" with us. Tracking your volunteer hours lets us know you're still around and contributing.
- For us: We like to know where the action is! All of this data is useful to us in many ways, and helps us know what volunteering tasks are covered and what needs more help. It's also a point of pride for FOBCAS to know for certain that each year our volunteers get more numerous and the number of volunteer hours they put in only get bigger.