

## **FILLING OUT YOUR MONTHLY VOLUNTEER LOG**

As part of your service with Refugee Transitions, we ask that you fill out a monthly Volunteer Log to help us keep track of your student's progress. The Log is required, as specified in your Volunteer Contract. Volunteer Logs play a critical role in helping us track the successes of our students and report to funders. They not only allow us to serve our clients better, but also to support volunteers like yourself. We read each and every one!

Logs provide a brief summary of the work you have accomplished with your student(s) during each calendar month. They are due on the last day of every month. (Example: Logs for November 1, 2009 – November 30, 2009 are due on November 30, 2009.)

If you are matched with more than one student, please fill out a separate Log for each individual with whom you are working. If you work with several students at the same time, just divide the hours accordingly.

### **EXAMPLE:**

Lauren works with Patience and Florence. She tutors both of them at the same time for 2 hours per week (8 hours total per month). Lauren will complete two separate Logs each month—one for Florence and one for Patience—and will divide the total time between the two of them. She will say she worked with Patience for 4 hours, and Florence for 4 hours.

If you start tutoring other members of the family (such as additional siblings), please let us know so we can obtain the necessary student application forms and match you formally in our database.

When you decide to retire from your service as a Literacy Coach, please let us know so we do not continue to send you Log reminders. This will also notify us to re-match your student with a new volunteer so that we can continue to support all individuals in need of Refugee Transitions' services.

**If you have any questions, please contact our office at (415) 989-2151.**



# STEP I: RECEIVE EMAIL WITH YOUR STUDENT ID

**You will receive a unique Student ID for each student with whom you are working. You will need to fill out a separate Log for each student.**

**Please save this email or write down your Student ID. You will need this information every time you submit a Log.**

## Refugee Transitions Student Match Notification Inbox | X

★ ● **Refugee Transitions** to me

[show details](#) 11:05 AM (43 minutes ago)

[Reply](#)

Dear Julia Refrans,

Welcome to Refugee Transitions and thank you for your interest in supporting refugee and low-income immigrant families in the Bay Area! You are now formally entered into our database as an Active Literacy Coach. As part of your service, we ask that you fill out a monthly Volunteer Log to help us keep track of your student's progress. The Log is required, as specified in your Volunteer Contract. Volunteer Logs play a critical role in helping us track the successes of our students and report to funders. They not only allow us to serve our clients better, but also to support volunteers like yourself. We read each and every one!

Logs provide a brief summary of the work you have accomplished with your student(s) during each calendar month. They are due on the last day of every month. (Example: Logs for November 1, 2009 – November 30, 2009 are due on November 30, 2009.)

To enter your Volunteer Log, follow this link:

<http://refrans.force.com/TutoringLookup>

← **HERE IS THE LINK TO FILL OUT YOUR LOG**

You will need your email address and Student ID to sign in. Please save this information. If you are matched with more than one student, please fill out a separate Log for each individual with whom you are working. Each student has their own unique Student ID.

Email: [julia@refrans.org](mailto:julia@refrans.org)

Student ID (Etta Konneh): Match#349-01-04-10

← **HERE IS THE EMAIL ADDRESS AND STUDENT ID THAT YOU WILL USE WHEN LOGGING IN**

\*\*When entering this information, be sure to write the entire text of the Student ID (including "Match#...")

When you decide to retire from your service as a Literacy Coach, please let us know so we do not continue to send you Log reminders. This will also notify us to re-match your student with a new volunteer so that we can continue to support all individuals in need of Refugee Transitions' services. If you have any questions, please contact our office at (415) 989-2151.

Thanks again for your commitment, and welcome to the RT family!

Sincerely,

The Refugee Transitions Team

[Reply](#) [Forward](#) ● Refugee is not available to chat

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## STEP 2: LOG ON TO THE SYSTEM

Go to the Volunteer Log link that was sent to you in your email. Enter in your email address and Student ID. You must enter in the Student ID exactly as it is written in the email.

Refugee Transitions Volunteer Log [Step 1 Enter email and Student ID]

Enter your Email Address:  Enter

Enter your Student's ID:  Enter

You must enter your Student ID exactly as it appears in your email. Be sure to include "Match#..." and do not add any spaces.

Click on "Enter" when you are done.

Enter your Email Address:  Enter

Enter your Student's ID:  Enter

## STEP 3: CLICK ON LINK TO ENTER LOG

Refugee Transitions Volunteer Log [Step 2 View List of Past Logs]

Please note, the links to the individual volunteer logs are not activated for security purposes.

Home Based Tutoring Detail

Match Number	Match#349-01-04-10	Volunteer	Julia Refrans
Match Date	4/1/2010	Total Number of Hours Logged	0.00

Always show me [more](#) records per related list

[CLICK HERE TO LOG YOUR VOLUNTEER HOURS](#) CLICK HERE

# STEP 4: FILL OUT YOUR LOG AND SUBMIT IT

Now fill out your Log. The fields with red lines are required. You will not be able to submit your Log unless you have these fields entered. When you are done, click the "Save" button. Now you have submitted your Log!

Mozilla Firefox  
http://reftrans.force.com/VolunteerLogDataEntry?tkid=a01A0000001mVbblAM

Refugee Transitions Volunteer Log [Step 3: Fill out new Volunteer Log and Save]

Volunteer Log Entry Save

**General Student Information**

Welcome to the Volunteer Log Entry Page for Refugee Transitions. Please enter one log for each student you are working with. All Volunteers must complete the "General Student Information" and "Accomplishments" sections. Additionally, if you are working with a youth, please fill out the "Youth Student Information" section. If you are working with an adult, please fill out the "Adult Student Information" section. Thank you.

Location where you volunteer: Available: San Francisco, East Bay. Chosen: [dropdown arrow]

1. In addition to the student(s) with whom you were matched, how many additional family members do you support? If you support additional family members, please list them below.  
How many family members do you support: [text box]

2. Please write the names of all additional family members whom you support. (Next to each name, write YOUTH or ADULT)  
Additional Family Members: [text box]

3. How many hours per week do you average in tutoring and prep? (Estimate)  
Average Hours: [text box]

4. Please indicate how many hours you have spent assisting your student since completing your last log. (Estimate)  
Hours Logged: [text box]

5. Have you made progress in developing a trusting relationship with your student (and his/her family) since completing your last log?  
Improved Relationship? [None- dropdown]

**Accomplishments**

6. Please describe any accomplishments that your student and his/her family have made since the date of your last log. Feel free to include information on how you have developed a trusting relationship with your student, and how your student's performance has improved (e.g. grades, test scores, homework completion, improved confidence, achieved goals, etc.).  
[text box]

**Youth Student Information**

7. Have you seen your youth's performance improve since completing your last log?  
Improved Performance: [None- dropdown]

8. Have you helped the parent(s)/guardian(s) of your youth better understand the U.S. educational system since completing your last log?  
Education Understanding: [None- dropdown]

9. For Volunteers working with High School Aged Youth: Has your student accomplished any of these significant goals since the date of your last log?

- Passed the CAHSEE
- Graduated High School
- Entered Post-Secondary School
- Passed the GED
- Job related goals
- Other

**Adult Student Information**

10. Has your student improved his/her language skills since the date of your last log?  
Improved Language Skills: [None- dropdown]

11. Volunteers with Adult Students, Please check all areas that you've worked on with your student since completing your last log. (N/A if none apply).

- Health
- Employment
- Citizenship
- Finance
- Transportation
- Children
- Continuing Education
- N/A

12. Volunteers with Adult Students: Has your student accomplished any of these significant goals since the date of your last log?

- Got a Job
- Got a better Job
- Passed the citizenship exam
- Entered College Training Program
- Received High School Diploma or GED
- Received College Degree
- Enrolled in Public Service

If you have immediate questions or concerns, please contact Refugee Transitions' Volunteer Coordinator directly via email or phone (415-989-2151).

Save

Click on your Location. Then click on the small arrow button to add your Location to the "Chosen" box on the right.

When writing your Average Hours or Hours Logged, just write a number. Do not include any text.

Click "Save" when you are done. Now your Log has been submitted!