



# Bonny Slope Elementary MyImpact (mIP) How-To

---

*Thank you for your interest in volunteering at Bonny Slope!  
Please follow the below steps to sign up for any given activity.*

---

## Table of Contents

---

<b>Volunteer Opportunity Sign-Up Step by Step Process:</b> .....	2
🐾 <b>Sign up for a volunteer opportunity</b> .....	2
🐾 <b>What Do “Actions” Mean? (Full / Closed / Overlap)</b> .....	3
🐾 <b>Get Reminders About Your Volunteer Commitments</b> .....	3
🐾 <b>To REMOVE yourself from the activity:</b> .....	4
<b>Volunteer Opportunity Sign-Up Video:</b> .....	4
<b>Background Check &amp; Covid Vaccine Card/Exemption Upload:</b> .....	5
<b>Tell Us What You Would Like To Volunteer For!</b> .....	7

# Volunteer opportunity sign-up STEP BY STEP process:

## Sign up for a volunteer opportunity

Use these instructions to find and sign up for volunteer opportunities.

1. Login to MyImpact (mIP): <https://app.betterimpact.com/Login/Volunteer>



myVolunteerPage.COM  
MyVolunteerPage.com - Login

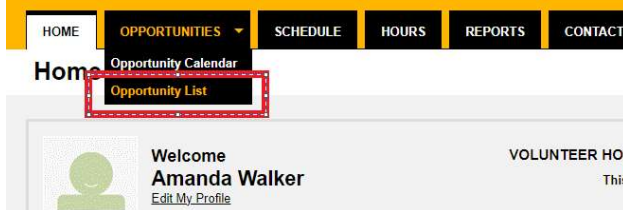
Login

Username  Usernames are not case sensitive.

Password  Passwords are case sensitive.

[Forgot your username or password?](#)

2. Find opportunities to volunteer for at Opportunities → Opportunity List



HOME OPPORTUNITIES SCHEDULE HOURS REPORTS CONTACT

Home Opportunity Calendar Opportunity List

Welcome Amanda Walker VOLUNTEER HOLIDAY  
Edit My Profile This

*NOTE: You will only be able to see volunteer opportunities if you have an approved background check AND uploaded Covid vaccine card/exemption on file in mIP. Find steps to complete these items [in this document](#).*

3. Click on an activity you are interested in volunteering for. If there are volunteer slots available, you will see shifts and start/end dates populated:

Activities & Events

ACTIVITY	SHIFTS	START DATE	END DATE
Book Fair volunteers	0	1	
Oregon Battle of the Books (OBOB) Chairs	0	1	
Oregon Battle of the Books (OBOB) Volunteers	0	1	
Picture Day	0	2	9/29/2022 9/29/2022
Student Directory Chairs	0	1	
Vision Screening	0	1	

### Classroom Volunteers

Offer assistance and help for the classroom teacher and students.

ACTIVITY	SHIFTS	START DATE	END DATE
----------	--------	------------	----------

4. Click on that activity, and you will see the shifts available on the next screen. You can sign up for a particular shift by hitting the “+ Sign Up” button for an individual shift OR by checking multiple checkboxes to the right and clicking “+ Sign up for selected”.

DATE	START	END	OVERLAP	OPENINGS	WHO?	ACTIONS	
Thursday, September 29, 2022	8:30 AM	11:30 AM		3 / 3		<input type="button" value="+ Sign Up"/>	<input checked="" type="checkbox"/>
Thursday, September 29, 2022	11:30 AM	3:00 PM		3 / 3		<input type="button" value="+ Sign Up"/>	<input checked="" type="checkbox"/>
<input type="button" value="+ Signup for Selected"/> <input type="checkbox"/> Select All							

## **What Do “Actions” Mean? (Full / Closed / Overlap)**

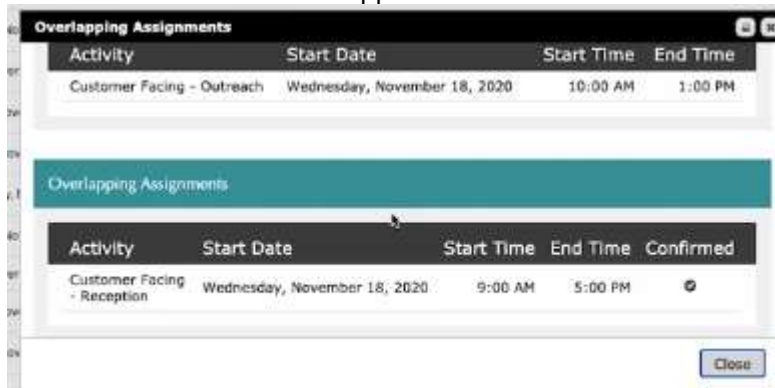
*Decipher what action classifications mean for each volunteer opportunity.*

---

When you are viewing activities, you may notice certain values under the “Actions” and “Overlap” columns

DATE	START	END	OVERLAP	OPENINGS	WHO?	ACTIONS
Tuesday, November 03, 2020	10:00 AM	1:00 PM	Overlap	10 / 10		Closed
Wednesday, November 04, 2020	10:00 AM	1:00 PM		5 / 10		Closed
Thursday, November 05, 2020	10:00 AM	1:00 PM		9 / 10		

- Closed: That volunteer opportunity date/time has passed and can no longer be signed up for.
- Full: That volunteer opportunity has the maximum number of volunteers allowed and therefore cannot be signed up for.
- Overlapped: You have signed up for TWO or more volunteer events at the same exact time. You will need to choose which event you would like to volunteer for. If you're overlapped:
  1. Click on the “Overlap” button for that event
  2. View the events that are overlapped.



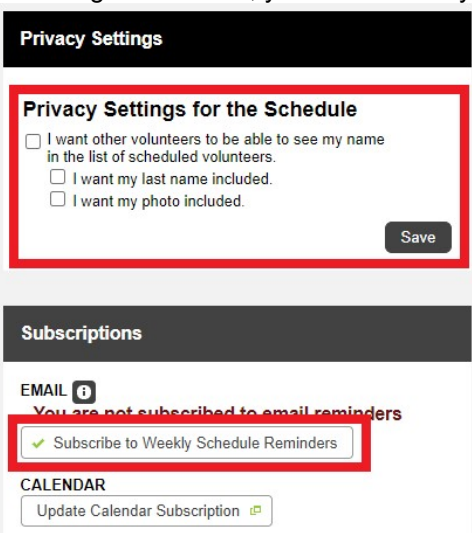
3. Remove yourself from at least one event [per the instructions in this document](#).

## **Get Reminders About Your Volunteer Commitments**

*Make sure you have the right settings to get reminders about volunteer commitments, so you don't miss one!*

---

1. Visit your profile page: <https://app.betterimpact.com/Volunteer/MyProfile#>
2. On the right hand side, you can choose your preferences. :



## **To REMOVE yourself from the activity:**

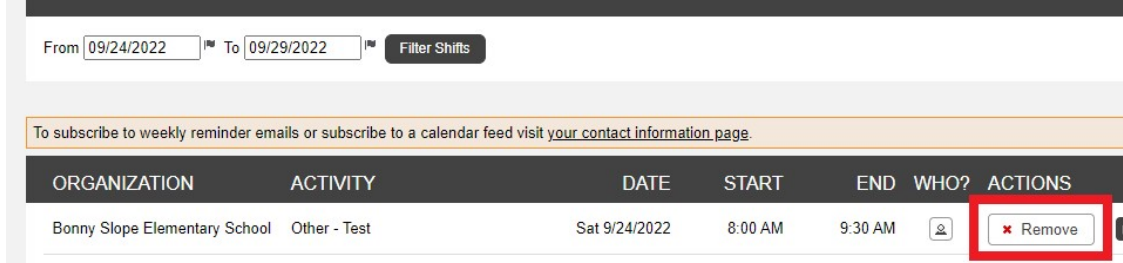
If you cannot make a committed volunteer slot, please remove yourself from that activity so others can volunteer and to help the lead manage the change.

---

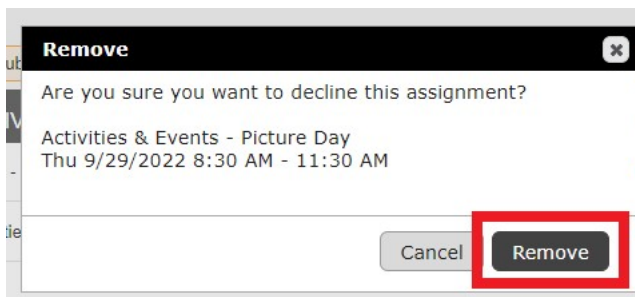
1. Click on "Schedule" in the header of your myImpact page.



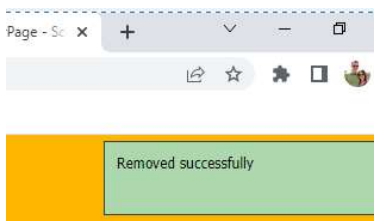
2. Find the activity you would like to remove yourself from and click the "Remove" button.



3. A box will pop up asking if you're sure you want to remove yourself from the activity. If you want to proceed, click "Remove".



4. You will see a notification in the upper right-hand corner that you have removed the item successfully. You should no longer see this in your schedule. You might want to double check just to make sure. Find instructions for how to do that [in this document](#) as well.



## **Volunteer opportunity sign-up VIDEO**

Here is a video that walks you through the process of signing up for a volunteer opportunity:

<https://support.betterimpact.com/volunteerimpacthelp/en/help-articles/the-volunteer-experience-overview/>

# View what you've signed up for in one spot

Forget if you signed up for Field Day or that 3<sup>rd</sup> Friday in November Bobcat Trail Club? Follow these easy steps to see what you are signed up for!

1. Click on "Schedule"



2. A list of all your committed volunteer slots will show up. You can filter this by specific dates at the top. **Schedule**

Log Out ? Help

**Filters**

From 09/29/2022 To 11/07/2022 Filter Shifts

To subscribe to weekly reminder emails or subscribe to a calendar feed visit [your contact information page](#).

ORGANIZATION	ACTIVITY	DATE	START	END	WHO?	ACTIONS
Bonny Slope Elementary School	Activities & Events - Picture Day	Thu 9/29/2022	8:30 AM	11:30 AM		<input type="checkbox"/> Remove
Bonny Slope Elementary School	Clubs & Committees - Bobcat Trail Club Volunteers	Mon 10/24/2022	7:55 AM	8:30 AM		<input type="checkbox"/> Remove
Bonny Slope Elementary School	Clubs & Committees - Bobcat Trail Club Volunteers	Mon 10/31/2022	7:55 AM	8:30 AM		<input type="checkbox"/> Remove
Bonny Slope Elementary School	Clubs & Committees - Bobcat Trail Club Volunteers	Mon 11/7/2022	7:55 AM	8:30 AM		<input type="checkbox"/> Remove

Select All

3. You can download/view in calendar mode at the bottom of this screen.

Bonny Slope Elementary School	Clubs & Committees - Bobcat Trail Club Volunteers	Mon 11/7/2022	7:55 AM	8:30 AM		<input type="checkbox"/> Remove
-------------------------------	---	---------------	---------	---------	--	---------------------------------

Select All

**Monthly Calendar Schedule**

Paper Size: Letter Landscape ( 11" x 8.5" )

Start Date: 09/01/2022

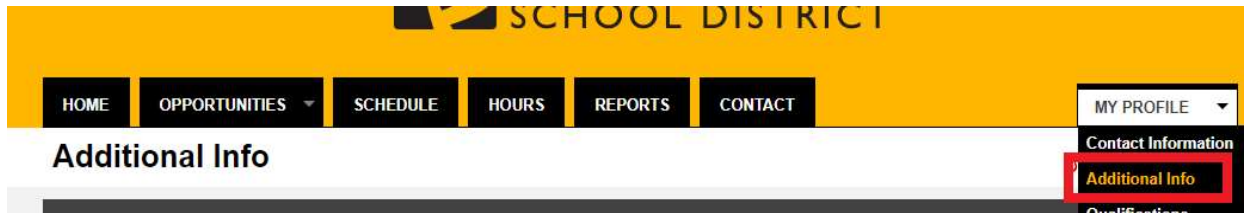
## Background check & Covid vaccine card/exemption upload

The Beaverton School District requires you have an approved background check and uploaded Covid vaccine card or approved exemption in order to volunteer and to enter any BSD building, including Bonny Slope Elementary. Please follow the steps below to submit your background check and upload your Covid vaccine/exemption.

**Background Check:** If you have not already done so, fill out a parent application to create a username and profile through the Beaverton School District myImpactPage (MIP): <https://app.betterimpact.com/Volunteer/MyProfile#>. This application form includes a background check.

### Covid Vaccine Card/Exemption Upload:

1. Choose "Additional Info" under "My Profile"



2. Scroll all the way down to the bottom and upload your vaccination card or exemption:

A screenshot of the 'COVID Vaccination' upload form. The form has a grey header with a dropdown arrow and the text 'COVID Vaccination'. Below the header, it says 'Please upload a copy of your COVID-19 vaccination.' There is a text input field containing 'COVID Vaccination Card or Exception Form Upload' and a file upload button labeled 'Choose File' with the text 'No file chosen' next to it. A file name 'COVID Vaccination Card.jpg' is visible next to the button.

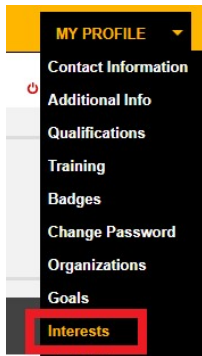
### Requirements:

- **Proof of Vaccination**
  - CDC issued *COVID-19 Vaccination Record Card*, or
  - Immunization record from medical provider showing COVID-19 vaccination
- **Medical Exception / Pregnancy Deferral**
  - Completed *OHA Medical Exception* form signed by a licensed physician available for download [HERE](#)
- **Religious Exemption**
  - Completed *OHA Religious Exception* form available for download [HERE](#)
- File Size: 4MB or smaller
- File Types: .bmp, .jpg, .jpeg, .png, .gif, .doc, .docx

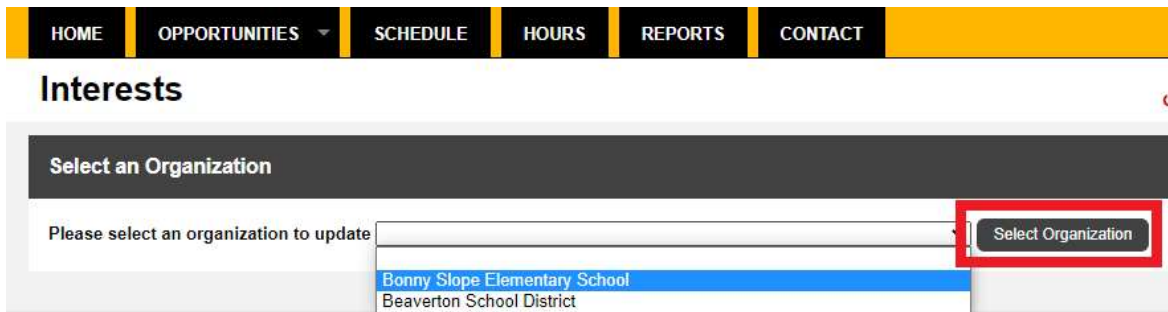
# Tell us what you would like to volunteer for!

Designate your interests so the volunteer coordinators and/or committee leads can reach out to you first when opportunities arise!

1. Choose "Interests" under the "My Profile" section of the top header in myImpact.



2. Choose Bonny Slope Elementary from the drop down list and then hit "Select Organization":



3. Check each of the activities you MIGHT have an interest in. Just because you say you have an interest does NOT commit you to any volunteering. It just allows us to reach out to you first about the opportunities you're most interested in.

