

GETTING STARTED

Fill out a volunteer registration packet which will include Volunteer Service Record (DA Form 4162), Volunteer Agreement (DD Form 2793), and if you are under 18, the Parental Permission Form (DA Form 5671). Go to www.myarmyonesource.com to register and see volunteer opportunities. If you register online, you will only need to complete the DD Form 2793.

You can either come in to speak to the AVC Coordinator (706)545-5516 to select a job from the job bank or do so online on the website.

IF YOU ARE REGISTERED ON VMIS, START HERE.

1. Click on Family Programs and Services.
2. Click on Volunteering.
3. Click on Online Opportunity Locator.
4. Use the drop down box and select the Military Community, Fort Benning (located under Southeastern Region.)
5. Use the drop down box and select the Organization for which you would like to volunteer.
6. Click on Search.
7. Select the position you are interested in and then click on Apply at the bottom of the page.
8. Position description will open on the screen.
9. Scroll to the bottom and click on Submit.
10. Screen will say Volunteer Application sent.
11. Screen will now say "What would you like to do next?"

Follow instructions based on your desired steps.

***An email will go to the Organization Point of Contact (OPOC). The OPOC will then approve or reject your application. Once approved, you may then log your hours.**

HOW DO I REGISTER ON VMIS?

If you are not registered on VMIS, START HERE.

1. Log on to www.myarmyonesource.com
2. Click on **Family Programs and Services**.
3. Click on **Volunteering**.
4. Click on **Online Opportunity Locator**.
5. Use the drop down box and select the **Military Community, (Fort Benning**, which is located under the Southeast Region.)
6. Use the drop down box and select the **Organization** for which you would like to volunteer.
7. Click on **Search**.
8. Select the position you are interested in and click on **Apply** at the bottom of the page.
9. Click on the "Register For This Site" link on the right.
10. Click here to register now. Complete the registration information.
11. Click **continue**.
12. Verify your information, and then click **Register** at the bottom right hand corner.
13. The screen will show **"Registration Complete"** and "Thank you for registering. You have been pre-approved and logged into the site."
14. Click Continue (returns you to homepage.)

*** If you DO NOT have an email address, see the AVCC to register as a non-user.**

HOW DO I LOG MY HOURS?

Follow these steps to log your hours.

1. Log on to www.myarmyonesource.com
2. Click on **LOG IN** at the top of the page.
3. Click on **MY AOS** Page (upper left corner)
4. Scroll down to Volunteer Center and you will see **Record Hours**.
5. All positions you are registered for are under this tab. Click **MORE** if you want to see your entire Service History, including inactive or finished positions.
6. Click on the positions you want to record hours for and it will take you to the **Record Hours** page.
7. To enter for the current month, select **Day**, and then **Add for Open Dates**.
8. To enter historical hours, select **Period**, and then **Add for Period**.
9. When you are finished entering hours, be sure to scroll to the bottom and click on **SAVE**.

Hours must be submitted by the 5th of the month to ensure certification by the 10th.

Historical hours input for the previous months must still be certified by the OPOC. Please inform your OPOC when your hours have been submitted.

Please contact your OPOC for assistance. All technical issues should be addressed through the "FEEDBACK" located in the Support Quick Link at the bottom of the page. If you don't know who your OPOC is, contact the AVCC at 706-545-3016.

WHAT'S AVAILABLE?

Administrative, medical, mentoring, instructing, and coaching are a few of the jobs that are available in the job bank.

Agencies that utilize volunteers include American Red Cross, Army Community Service, Army Family Team Building, Army Family Action Plan, Family Readiness Groups, Installation Chapel Services, BOSS, Boy Scouts, Girl Scouts, Cub Scouts, Thrift Shop, Youth Sports, Youth Center, Santa's Castle, Fort Benning Tax Center, Fort Benning Veterinary Clinic, Martin Army Community Hospital, and Fort Benning Schools...just to name a few.

WHAT'S THE COMMITMENT?

Many agencies have flexible requirements. You can volunteer for a day, an evening, a one time event or for ongoing activities for as long as you desire.

VOLUNTEER ORIENTATION

Each agency has its own orientation and training available. Training may include, first aid, office administration, tax preparation, train the trainer, coaching skills, etc. Volunteers may attend the volunteer manager/supervisor training as well.

VOLUNTEER MANAGERS

Monthly training for Volunteer Managers will include: Building an Effective Volunteer Program, Supervision of Volunteers, Conflict Management, Writing Position Descriptions, Record Keeping, Effective Leadership Skills, Team Building, Recruiting/Marketing opportunities, and many more!

WHY VOLUNTEER?

FOR THE VOLUNTEER

- ✓ Build your resume
- ✓ Contribute to the community
- ✓ Meet new people
- ✓ Share expertise
- ✓ Gain new skills and work experience
- ✓ Be challenged

FOR THE COMMUNITY

- ✓ Develop new programs
- ✓ Sustain programs
- ✓ Enrich the quality of life for Soldiers, Family Members and Civilians
- ✓ Pride and Ownership

RECOGNITION

- ✓ Volunteer of the Month
- ✓ Volunteer of the Quarter
- ✓ Volunteer of Excellence Awards
- ✓ Presidential Service Awards
- ✓ National and Agency Awards

For more information please contact the AVCC at

(706)545-3016 or online

<http://www.benningmwr.com/acs-volunteercorps.php>

Email:

Starla.DeSaussure1@conus.army.mil

Visit:

Army Community Service Center
Building 2624, Soldiers Plaza
Fort Benning, GA 31905

ARMY VOLUNTEER CORPS (AVC)



Become a Fort Benning Volunteer!

Army Community Service
Building 2624, Soldiers Plaza
Fort Benning, GA 31905
(706)545-3016