



# TEXAS OUTDOOR FAMILY VMS GUIDE



# VOLUNTEERING WITH THE TEXAS OUTDOOR FAMILY PROGRAM!!!

Texas Outdoor Family would not be successful without the incredible contributions of our volunteers. To ease some of the confusion with registering and recording service hours, we have created a step-by-step guide to our Volunteer Management System (VMS). It is not fail safe, so please do not hesitate to ask follow-up questions or offer solutions that can help make this program more user friendly.

## PLEASE REMEMBER:

- All volunteers and partner group leaders must be registered in the Texas Parks and Wildlife Volunteer system and signed up for any event they choose to assist.
- Registered volunteers receive free park entry when assisting with Texas Outdoor Family workshops during the course of the workshop.
- We use the volunteer system to run background checks and ensure visitor safety. Volunteers not registered in the system prior to the desired workshop will not be allowed to assist due to liability issues.
- Volunteers engaged in approved volunteer activities or traveling to these activities in a personal vehicle are covered by volunteer accident and liability policies. These policies provide excess coverage for expenses not covered by the volunteer's own insurance. There is no insurance coverage for a volunteer injury or liability resulting from a volunteer operating a state vehicle or boat. Volunteer insurance claims are coordinated through TPWD legal staff. Please notify your volunteer coordinator immediately if you are injured or involved in an accident while performing volunteer duties for TPWD. Volunteers (or their parents or guardians, if the volunteers are minors) are required to sign a TPWD liability waiver.
- The hours recorded in the VMS system help volunteers improve resumes, show the value of volunteers to our program and will count towards Outdoor Leadership Training certification.

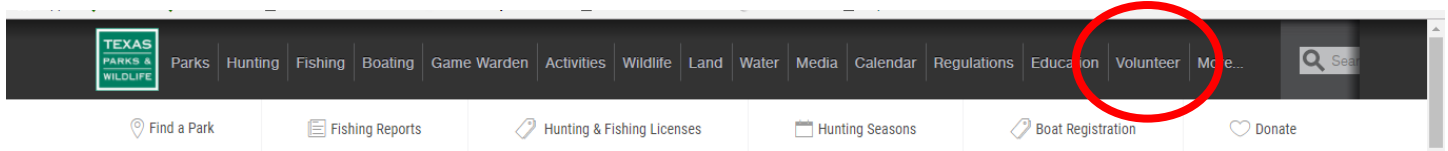
## COMMON LOGISTICS & VOLUNTEER EXPECTATIONS DURING WORKSHOPS (MAY VARY SLIGHTLY BY REGION):

- TOF Staff & Volunteers share campsites. We will be in a site most central to the participants and activity stations. We will reserve the most scenic sites for our participants.
- Volunteers are responsible for their own breakfast, lunch, and snacks. Friday and Saturday night may include a group meal. If you have any dietary restrictions or preferred recipes, please let us know.
- Volunteers are asked to start hydrating at least a day before any scheduled workshop. Please make sure and bring a refillable water bottle to set a good example for our participants.
- Volunteers will receive an Emergency Action Plan prior to each workshop. Please familiarize yourself with it. There will be a first aid kit & defibrillator in the truck/trailer. Please grab a pair of latex gloves from the trailer to keep in your pocket throughout the weekend. Trust your judgement. If you need to call 911, please do so. However, please let TOF staff know so Headquarters can also be alerted.
- If throughout the course of the weekend you request assistance from park personnel (i.e. lost camper, needing ice, etc.) please let TOF staff know. Check with TOF staff first if it is not something urgent. TOF is very appreciative of the park hosting our program and tries to be self-sufficient when possible.
- As always, please remember that volunteers represent our host park as well as our program. Thank you in advance for always doing so in a courteous and professional manner! You are ROCKSTARS!
- Please let us know what we can do to make your volunteer experience fulfilling for you. If you want to teach a program or lead an activity, let us know! We will provide you with training and support!

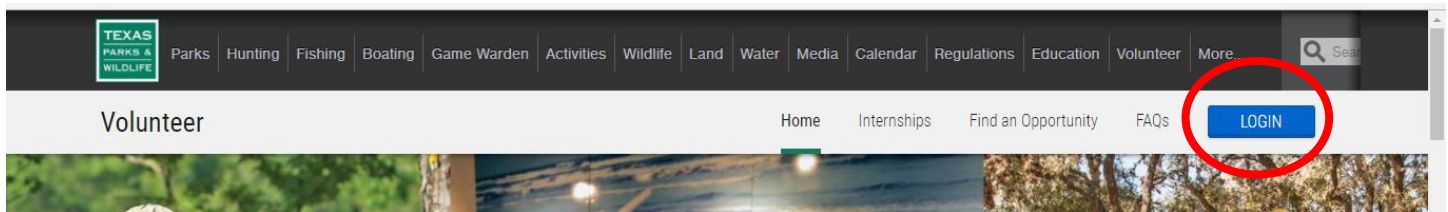


# REGISTERING TO VOLUNTEER FOR DFW TOF CAMPING WORKSHOPS

Visit TPWD's main page: <https://tpwd.texas.gov/> . Click: "VOLUNTEER."



Click: "LOGIN."



Enter your username and password and click: "LOGIN."

If you have not registered a username & password then click: "START HERE!"

A screenshot of the TPWD Volunteer Login page. The page has a dark header with the TPWD logo. Below the header, there is a section titled 'Volunteer Login'. The text 'If you are already a TPWD volunteer, please log-in' is displayed. Below this text, there are two input fields: 'User ID' with the placeholder 'username' and 'Password' with the placeholder '\*\*\*\*\*'. A red arrow points to the 'Log in' button. Below the 'Log in' button, there is a link 'Forgot your password?'. Below this, there is a horizontal line with the text 'or' in the center. Below the line, the text 'New volunteers please start here to apply' is displayed. A red arrow points to the 'Start here!' button.

This will route you to the “VOLUNTEER DASHBOARD.”

To register for an upcoming workshop click: “FIND OPPORTUNITIES.”

Welcome, Lisa Henderson

Summary



#### Find Opportunities

Look for ways to serve on a one-time or regular basis.



#### View Your Schedule

See the shifts where you have signed up.



#### Report Your Service

Submit volunteer hours.



#### View Your Log Book

View your volunteer transaction history.



#### My Placements

View opportunities you have applied for that have been approved.



#### My Referrals

View opportunities you have applied for that are pending approval and placement.

[View Profile](#)

[Log out](#)

#### Volunteer Hours

Month: 0

Year: 0

Lifetime: 0

In the search bar, type “Texas Outdoor Family.” Click: “SEARCH.”

Welcome New Volunteers

[Volunteer Dashboard](#)

[Log out](#)

If you are a Texas Master Naturalist volunteer [login here](#).

### Find an Opportunity

#### Search by Keyword

[Search](#)

#### More search options...

Within

—miles

From

postal code

Job Category

Region

[Search](#)

Click map to browse by region.



Scroll down the page until you see our region.

Click the heading: “TEXAS OUTDOOR FAMILY (YOUR PREFERRED REGION).”

#### Texas Outdoor Family Dallas/Fort Worth

##### Overview //

The Texas Outdoor Family (TOF) program helps introduce public families and community partner groups to great camping experiences in DFW Area State Parks. Workshop volunteers help in many capacities including: nature hikes, kayaking...

**Program:** Texas Outdoor Family

**Contact Person:** Lisa Henderson

**Contact Phone:** (512) 354-9124

[Click here for details or to sign up](#)

This will route you to TOF opportunities page. Read through the details.


- Click the “**SCHEDULE**” tab to see a list of current volunteer opportunities.
- Scroll through and find your desired workshop(s).
- To register, click: “**SIGN UP FOR HH:MM – HH:MM**”
- Please do not worry if the time listed does not fit your schedule perfectly. The work hours can be adjusted based on your availability. You will be contacted the Wednesday prior to the event to discuss logistics for the weekend.

**Opportunity Details**

**Texas Outdoor Family Dallas/Fort Worth**

[Description](#) [Schedule](#) [Contact Info](#) [Additional](#)

[← Back to results](#)



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[f](#) [t](#) [v](#) [e](#) [+](#)

**Volunteers**

[Volunteer Dashboard](#)

[Search Opportunities](#)

[FAQ](#)

[Log out](#)

March 2, 2018

March 2nd – March 4th:  
Public Workshop Assistant

**Facility:** Lake Tawakoni State Park

**Notes:** Volunteers will work directly with Texas Outdoor Family staff to assist in providing an overnight camping workshop for the general public and their families/friends. Duties may include, but are not limited to: gear management, base camp setup, hiking, fishing, kayaking, outdoor cooking, teambuilding, photography, and safety management.

Available Positions: **10**

[Sign up for: 6:00 pm - 12:00 pm](#)

March 2, 2018

You should receive a confirmation like this:

Thank you for signing up for 'Texas Outdoor Family Dallas/Fort Worth - Volunteers & Outdoor Leadership Trainees' opportunity. A volunteer coordinator will be contacting you with more information.

[← Back to search](#)

**Volunteers**

[Volunteer Dashboard](#)

[Search Opportunities](#)

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If you run into any difficulty registering, please email your regional TOF coordinator.

# RECORDING YOUR VOLUNTEER HOURS AFTER THE WORKSHOPS

Recording your hours is crucial to our program. Please make sure your incredible contributions are accounted for! We wouldn't exist without your support! Thank you!

Login to your VMS Dashboard

Click: "**REPORT YOUR SERVICE**."

Welcome, Lisa Henderson

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### Volunteer Hours

Month: 0

Year: 0

Lifetime: 0

Click: "**TEXAS OUTDOOR FAMILY (YOUR REGION) SUBMIT VOLUNTEER HOURS**"

## Report Service

### Volunteers

Please select from the following survey(s):

Select an opportunity to report hours/service ▼

Select an opportunity to report hours/service

ANGLER EDUCATION CLASSES AND EVENTS:AED Class and Event Report

Texas Outdoor Family Austin/San Antonio:Submit Volunteer Hours

Texas Outdoor Family Dallas/Fort Worth:Submit Volunteer Hours

Texas Outdoor Family Houston - MOLT, Interns and volunteers:Submit Volunteer Hours

Texas Outdoor Family Program Intern:Submit Volunteer Hours

[Volunteer Dashboard](#)  
[Search Opportunities](#)  
[FAQ](#)  
[Log out](#)


Enter your report. Only include hours that were spent actively engaged with the audience or with TOF gear/equipment. Do not include hours for sleeping, eating, relaxing, etc. Feel free to list specific activities you assisted with or keep it generic – either is fine. Click “OK.”

## Report Service


Please select from the following survey(s):

Texas Outdoor Family Dallas/Fort Worth: Submit Volunteer h ▾

Start Date:

01/26/2018 

End Date:

01/28/2018 

How many hours did you serve?

20

Briefly describe service performed:

Assisted with TOF Community  
Partner workshop at Cedar  
Hill State Park - so much  
fun!

OK

Cancel

Have a good day!

You will be routed to this screen.

To confirm entry, click: “VOLUNTEER DASHBOARD”

### Report Service

Please select from the following survey(s):

Texas Outdoor Family Dallas/Fort Worth: Submit Volunteer h ▾

Thank You!

[Make another entry](#)

### Volunteers

[Volunteer Dashboard](#)

[Search Opportunities](#)

[FAQ](#)

[Log out](#)

Your volunteer hours will appear on your dashboard totaled with your previous balance.

 TEXAS PARKS & WILDLIFE

Welcome, Lisa Henderson

Summary

**Volunteer Hours**

Month: 20  
Year: 20  
Lifetime: 20



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Let us know if you run into difficulty or have any questions. We can't thank you all enough!

