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/](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!”
This will route you to the “VOLUNTEER DASHBOARD.”
To register for an upcoming workshop click: “FIND OPPORTUNITIES.”

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

Scroll down the page until you see our region.
Click the heading: “TEXAS OUTDOOR FAMILY (YOUR PREFERRED REGION).”
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.

You should receive a confirmation like this:

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.”

Click: “TEXAS OUTDOOR FAMILY (YOUR REGION) SUBMIT VOLUNTEER HOURS”
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

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!

[Submit button marked with circle]

OK  Cancel

Have a good day!

You will be routed to this screen.
To confirm entry, click: “VOLUNTEER DASHBOARD”
Your volunteer hours will appear on your dashboard totaled with your previous balance.

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