



## Overview

Vome is the volunteer management platform that we use to schedule, record, and analyze the time you spend with us as a volunteer. The information gathered helps us understand and share the impact you have as a volunteer and is important for grants and other data reporting.

## Task Details

- Date and Time: Every shift
- Location: 905 Yuma (in the kitchen on the counter by the microwave), off site with app or desktop
- Staff Support: [Community Connections Manager](#)

## Task Description

### Initial Setup:

Option A: Create a profile on Vome from your computer.

- a) Go to the [Vome Profile](#) link on the [www.flinthillsbreadbasket.org](http://www.flinthillsbreadbasket.org) website (Want to Help tab > Volunteer)
- b) Complete and submit the form. In addition to the required information, please include your phone number and mailing address.

Option B: Create a profile on Vome at FHBB.

- a) Check in with the Community Connections Manager (Jennie) or other staff member and let them know that you need to create a profile on Vome.

### Regular Check In/Out:

1. Come to the laptop located in the kitchen.
2. Look for your name on the screen under the date and time you are volunteering.
3. Click the green button by your name to check in.
4. Click save.
5. Repeat the process at the end of your shift.

### Can't Find Your Name?

If you can't find your name on the list for a regularly scheduled shift, or you are volunteering for an unscheduled shift, follow these instructions:

1. Click the green "Join a shift" button on the right side of the screen.
2. Type in at least 3 characters from your first name or last name or email address and click the orange search button.
3. Find your name and click select.
4. Scroll down and click the green "Next" button on the right side of the screen.

5. Select the correct shift, then click the green “Save” button on the pop-up screen.
6. Click the green “Reserve” button. This will take you back to the check in/out screen and you should now see your name.
7. Click the green “Check-in” button. Remember to check out at the end of your shift!

## Reporting/Verification

If you need verification of your volunteer time for school, community service, or any other reason, this can be accessed by the following steps.

1. Login to Vome on your computer (not yet available on the mobile app)
2. From your homepage, click “View impact.”
3. [Optional] Customize the report by clicking “Customize report.”
4. Click “Export”

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The Community Connections Manager or another staff member can sign off on paper volunteer verification forms.

## Completion Checklist

- Create your Vome profile.
- Check in and out at every shift.
- Let the Community Connections Manager know of any assistance needed.

## Feedback and Questions

The Community Connections Manager is the main point of contact for questions about Vome. They can be reached at [jjordan@fhbbmhk.org](mailto:jjordan@fhbbmhk.org), calling 785-537-0730, or visiting in person.

- Issues/Concerns: Please share any issues or concerns with the Community Connections Manager.
- Communication Channels: If the Community Connections Manager is not available, the next point of contact is the Executive Director at [khagemeister@fhbbmhk.org](mailto:khagemeister@fhbbmhk.org).