



# Humane Society of Huron Valley

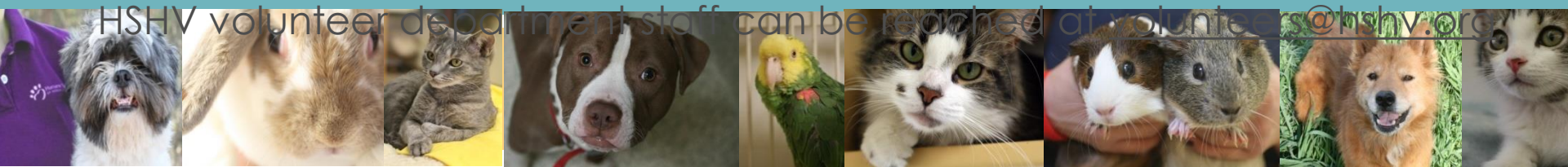
## New Foster Volunteer Information

### HSHV Foster Department Staff

**Kaylee Baker**, Foster Care Manager  
[fosters@hshv.org](mailto:fosters@hshv.org)

**Claire Strine**, Foster Care Tech  
[fostertech@hshv.org](mailto:fostertech@hshv.org)

**Rachel Linderman**, Foster Care Tech  
[fostertech@hshv.org](mailto:fostertech@hshv.org)



# Welcome!

Thank you for fostering for HSHV! Your time is important to HSHV, the animals, and to the shelter.

- This document will show you:
  - How to get started in VIC
  - How Foster volunteer hours are recorded in VIC
  - How to View your Foster Hours in VIC

# USING VOLGISTICS (VIC)



# Logging In



ADOPT - GIVE - VOLUNTEER - GET HELP - LEARN & ENJOY -

Be a Volunteer  
Foster  
Advocate  
Volunteer Log-In

**FREE  
VET EXAM**

With any cat or kitten adoption for a limited time

[SEE THE ANIMALS](#)

**Login:** Your login name will be your email address and your password from the application. Click “go”

VIC = Volunteer Information Center

**VIC Net Login:** Visit our website, [www.hshv.org](http://www.hshv.org), on the homepage you can click on “Volunteer”, then “Volunteer Login” to access VIC on your computer.



Login

Please use your e-mail address and the password you entered on your volunteer application to log into your volunteer account.

Login name:

Password:

[Forgot your password?](#) [Help](#)

[Need a password?](#)

Go

[Back to the HSHV website](#) | [Privacy Policy](#)


Don't worry, if you forgot your password, there is a “Forgot your password?” button

# VIC Homepage

**Welcome Screen:** This is the main page you will see every time you log into VIC. Be sure to check here for the most important and up to date information about upcoming trainings, happenings at the shelter, or events you can participate.

If you volunteer before 11:00 AM, the shelter doors will be locked. The morning door code will unlock the door. Please be mindful to not let someone from the public in the building before 11 AM.

Logged in as Tawn Hinze



HomeScheduleService


### Love Train Arrivals

Love Train is open to Paw I-HV Volunteers in the Adult Program.

Upcoming Dates (all with an estimated ETA of 8pm):

- \*\*Wednesday, October 13th
- \*\*Wednesday, October 27th

\*\*An email was sent to volunteers announcing when spot will open in VIC for the transport assignments.



### Giving Back & Holiday Schedule


The holiday is quickly approaching! When doing your holiday shopping, check out all the businesses who are giving back to HSHV this season! [Hshv.org/holiday](https://hshv.org/holiday) Thank you for your support throughout the entire year.

Speaking of Holidays, just a friendly reminder that both the main shelter and Tiny Lions are closed on Christmas & New Year's Day. The main shelter and Tiny Lions will also be closing at 3pm on Christmas Eve and New Year's Eve.

We do have limited shifts available on Christmas and New Year's Day at the shelter, so sign up in VIC if interested. For "choose your own time" assignments like Dog Walking or Cat Comforting, please do not schedule past 3pm on Christmas Eve and New Year's Eve.

Happy Holidays!

### Volunteer Spotlight- Tom Wolan



**Why did you start volunteering?**

I reached a point where I needed to make a change in my life and part of that change involved giving time to help those who cannot help themselves.

**What is your favorite aspect of volunteering?**

I like forming relationships with the animals and people at the shelter. It is time that is very important

Door code = 8318#



# Account & Profile Tabs

**Account Tab:** This is where you can change your password, set your email and text messaging preferences. **Note:** if you choose to not receive “important information” you will miss out on most emails regarding upcoming events, information important to your role as a volunteer, training reminders and any job openings.

Click small arrow next to your name for drop down menu

**My Profile Tab:** Make sure all your information is filled out correctly. You can update your current contact information, email and your photo. Please make sure you are the only human and that your face is clearly showing in your photo.

The screenshot shows the website of the Humane Society of Huron Valley. At the top, a yellow banner indicates the user is "Logged in as Tawn Hinze". Below this is a teal header with the organization's logo and navigation tabs: "Home", "Schedule", and "Service". In the top right corner, the user's name "Tawn Volunteer" is displayed next to a small circular profile icon. A red circle highlights this area, with an arrow pointing to a small downward arrow icon. A dropdown menu is open, showing three options: "Profile" (with a person icon), "Account" (with a gear icon), and "Log Out" (with an exit door icon). The main content area is divided into three columns. The left column is titled "Love Train Arrivals" and contains text about the program, upcoming dates (Wednesday, October 13th and 27th), and a note about email notifications. Below the text is a photo of a black and white puppy. The middle column is titled "Giving Back & Holiday Schedule" and contains text about holiday shopping and a reminder about shelter closures on Christmas and New Year's Eve. The right column is titled "Volunteer Spotlight- Tom Wol" and features a photo of a man holding a dog, followed by text about why he started volunteering and his favorite aspect of volunteering.

Humane Society of Huron Valley

Home Schedule Service

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I reached a point where I needed to make a change in my life and part of that change involved giving time to help those who cannot help themselves.

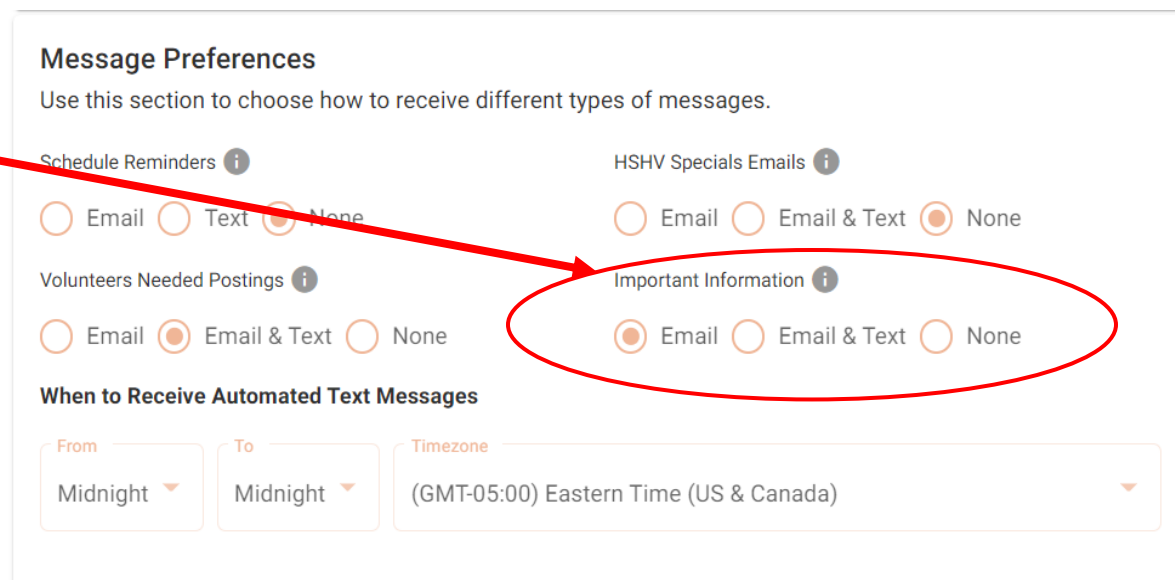
What is your favorite aspect of volunteering?

I like forming relationships with the animals and people at the shelter. It is time that is very important

# Email Preferences

- Communication through email in VIC is how we send information on trainings, shelter news, schedule changes, and help needed.
- Please check your message preferences in VIC under the “Profile” section

Always keep Important Information checked!



**Message Preferences**  
Use this section to choose how to receive different types of messages.

|   |  |
|---|--|
| <b>Schedule Reminders</b> ⓘ<br><input type="radio"/> Email <input type="radio"/> Text <input checked="" type="radio"/> None                 | <b>HSHV Specials Emails</b> ⓘ<br><input type="radio"/> Email <input type="radio"/> Email & Text <input checked="" type="radio"/> None  |
| <b>Volunteers Needed Postings</b> ⓘ<br><input type="radio"/> Email <input checked="" type="radio"/> Email & Text <input type="radio"/> None | <b>Important Information</b> ⓘ<br><input checked="" type="radio"/> Email <input type="radio"/> Email & Text <input type="radio"/> None |

**When to Receive Automated Text Messages**

|                           |                         |   |
|---------------------------|-------------------------|---|
| <b>From</b><br>Midnight ▼ | <b>To</b><br>Midnight ▼ | <b>Timezone</b><br>(GMT-05:00) Eastern Time (US & Canada) ▼ |
|---------------------------|-------------------------|---|

A red circle highlights the 'Important Information' section, and a red arrow points from the text 'Always keep Important Information checked!' to this section.

# Recording Foster Hours

- What we keep track of:
  - ▣ Direct animal care hours
    - Logged monthly in your account by foster department staff
  
- What you keep track of:
  - ▣ Non-animal care hours
    - Booster clinics
    - Supply pick ups
    - Phone calls
    - Drive time
  - ▣ Log these hours monthly
    - Email reminder will be sent each month



# Recording Foster Hours



Home Schedule **Service**

## Post Service

Start of Service - End of Service

12/21/2022 - 12/21/2022



Hours

Assignment \*



Post

You will use the **Service** tab to record foster hours, or off-site event/assignment hours. Here are the steps to record non-daily care hours, off-site event hours (ex: drive time, booster clinics, supply pick ups)

- Select the beginning and ending date of your service.
- Choose "Foster Non-Daily Care" as the assignment.
- Enter how many hours you served.
- Click Post
- Click "Yes" to confirm or "No" if you wish to not post.

# Staying Active



- ❑ Must foster at least once a year to stay active
- ❑ After a year of inactivity, your account will be marked “inactive” and we may have you attend a foster orientation prior to resuming volunteering.

# THANK YOU FOR FOSTERING!

