Additional Documents

-Internet/Media Agreement Form

-Registering and Tracking Volunteer Hours through VMIS

-Coaching Certificate

Fort Huachuca
Youth Sports and Fitness

Internet/Media Agreement

I give _____permission to take **photos** and **videos** of myself and/or child(ren) for:

1. Web Pages, to include, but not limited: to Fort Huachuca Soldier and Family Readiness Center Facebook, U.S. Army Fort Huachuca Facebook, and Family and MWR Web page. _____Yes _____No

2. In news media, to include, but not limited to: civilian media outlets such as newspapers and/or television, Army media including Fort Huachuca Public Affairs Office or Military publications.
   _____Yes _____No

I,_____, understand the Internet/Media Agreement.

User's Signature:_____

If participant(s) is/are under 18:

Child(ren)'s Name(s): _____

Parent's/Guardian's Name (Print):_____

_____ _____
Parent's/Guardian's Signature Date

HOW-TO-GUIDE FOR VOLUNTEERS

Volunteer Management Information System (VMIS)

www.myarmyonesource.com

1. Register (for 1st time users)

- Click on the Register button in the top right hand corner of the homepage. On the next screen, click Join Now.
- Complete site registration form.
- Click Continue.
- Verify your information is correct and click Register. The screen will show "Registration Complete" and "Thank You for Registering. You have been pre-approved and logged into the site."
- Click Continue.

2. Access the VMIS Site

- On the homepage, click on Volunteer Tools tab in the upper right hand corner.
- Click on the Opportunity Locator, then select your State to view Volunteer Opportunities.
- Use the drop down menu to select your Community.***Fort Huachuca**
- Use the drop down menu to select the Organization.***CYS**
- Click on Search.
- Select the position you are interested in, then click on Apply.***Youth Sports Volunteer**

3. Apply for Position

- Once you select to apply for a position, the position description will open on the screen.
- Scroll to the bottom and click SUBMIT.
- Screen will say Volunteer Application Sent.
- Screen will then say What Would You Like to do next?
- Follow instruction base on your desired steps.
- *** An email will be sent to your Organizational Point of Contact (OPOC). The OPOC must approve your application in VMIS before you can begin logging volunteer hours.****

4. Log in Your Hours

- Log on to www.myarmyonesource.com
- Click on Volunteer Tools tab in the upper right hand corner.
- Click on the Volunteer Activity tab.
- Click on the Hours button next to your position listed.
- To enter for the current month, select Day and Add for Open Dates.
- When you are finished entering hours, be sure to scroll to the bottom and click Save.

5. VMIS Training

- Log on to www.myarmyonesource.com
- Click on Online Training tab in the upper right hand corner.
- Click on the Computer Based Training Box.
- Log In.
- Select the Volunteer Management Information System (VMIS) Training at the bottom of the list of available trainings.

6. VMIS Training

6. Questions or Additional Support

- Contact Soldier & Family Readiness Center @ 520.533.2330

UNITED STATES ARMY
CHILD & YOUTH SERVICES

Fort Huachuca Youth Sports and Fitness

This Certifies that _____ has reviewed and acknowledged the information provided for the following mandatory training requirements.

- **Child Abuse Prevention, Identification, and Reporting (Includes Standards of Conduct)**
- **Installation Policy, Inclement Weather, and Activity Cancellation Procedures**
- **The Role of the Volunteer Youth Sports Coach**
- **Positive Guidance and Appropriate Touch**
- **Working with Children with Special Needs**
- **Child & Youth Safety and Health: Blood borne Pathogens**
- **Age Appropriate Learning Activities**
- **Fire Prevention, Emergency and Evacuation Procedures**
- **CPR and First Aid Certification and Review**
- **Concussion Training**
- **National Alliance For Youth Sports (NAYS)**

Volunteer Sign & Date: _____ YSF Staff Sign & Date: _____