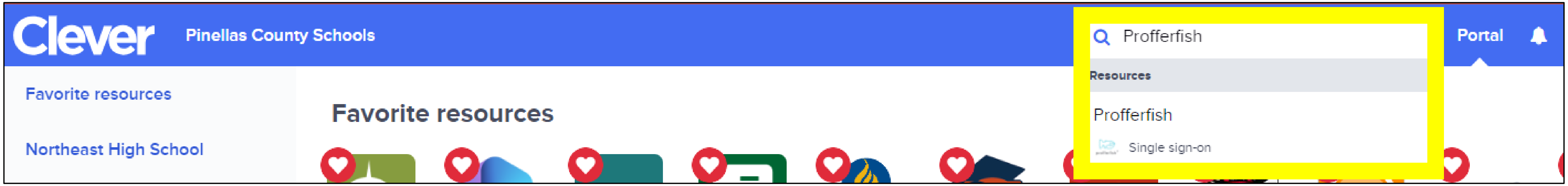
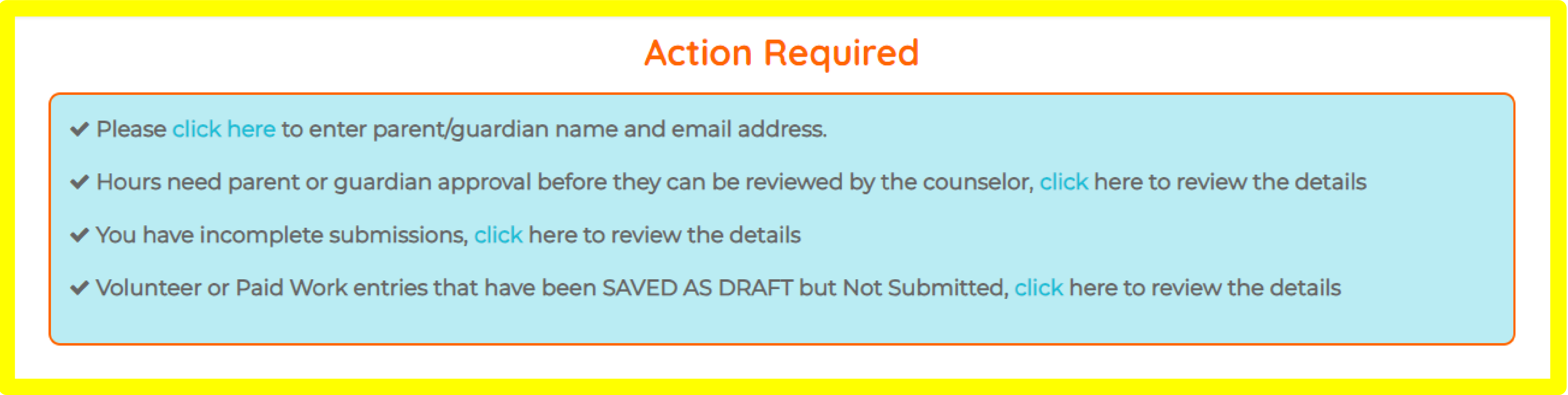
Using Profferfish to Log Volunteer or Paid Work Entries for Bright Futures



Log into your Clever account.

Use the Search bar to find Profferfish. Clicking on the app will log you into your Profferfish account.



When logged into your Dashboard, check the blue box at the top to see a list of items that need your attention.

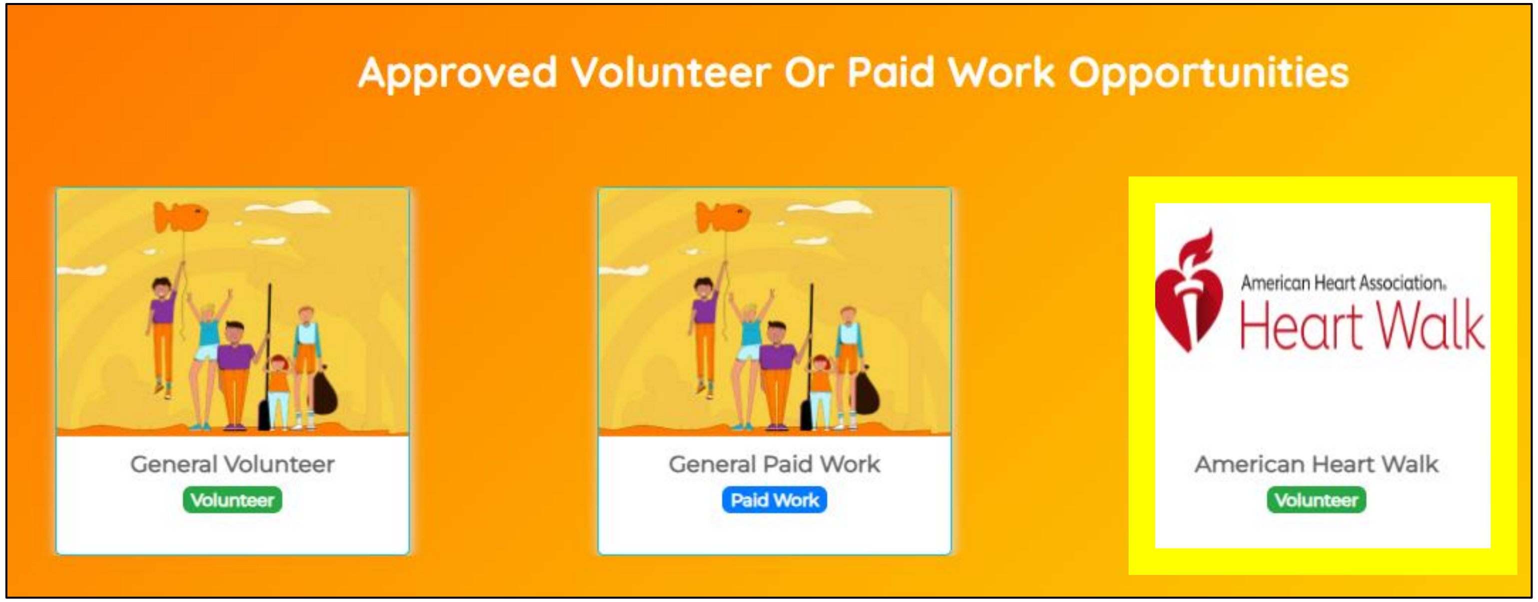
NOTE: You are REQUIRED to enter parent/guardian name and email address to use Profferfish

Looking for a Volunteer or Work Opportunity?

Check the Featured Volunteer & Work Opportunities.
Click on the box for more information!

You can also click on the Approved Organizations & Associated Opportunities box to view a list of volunteer and paid work opportunities that are already approved.

You can always get back to your Dashboard by clicking the Dashboard button.
Click on the name of the Organization to find out more information.



Scroll down the page to find the Volunteer or Paid Work Opportunities that are already approved. Click the box for more information!

Already have an opportunity you need to submit?
Go to your Dashboard and check in the Approved Organizations & Associated Opportunities to see if the Organization is already listed.

DO NOT create an entry for an Organization that has already been created and approved.

Use the Search records bar on the right to search for the organization.
If your Organization is NOT listed, go back to your Dashboard.

Approved Organizations

Click on Organization name to see associated Opportunities

Dashboard

Show 50 entries

Humane

Organizations	Causes	Address
Humane Society of Tampa Bay - DEMO	Animals, Education, Foster Care	Tampa, Florida,.....

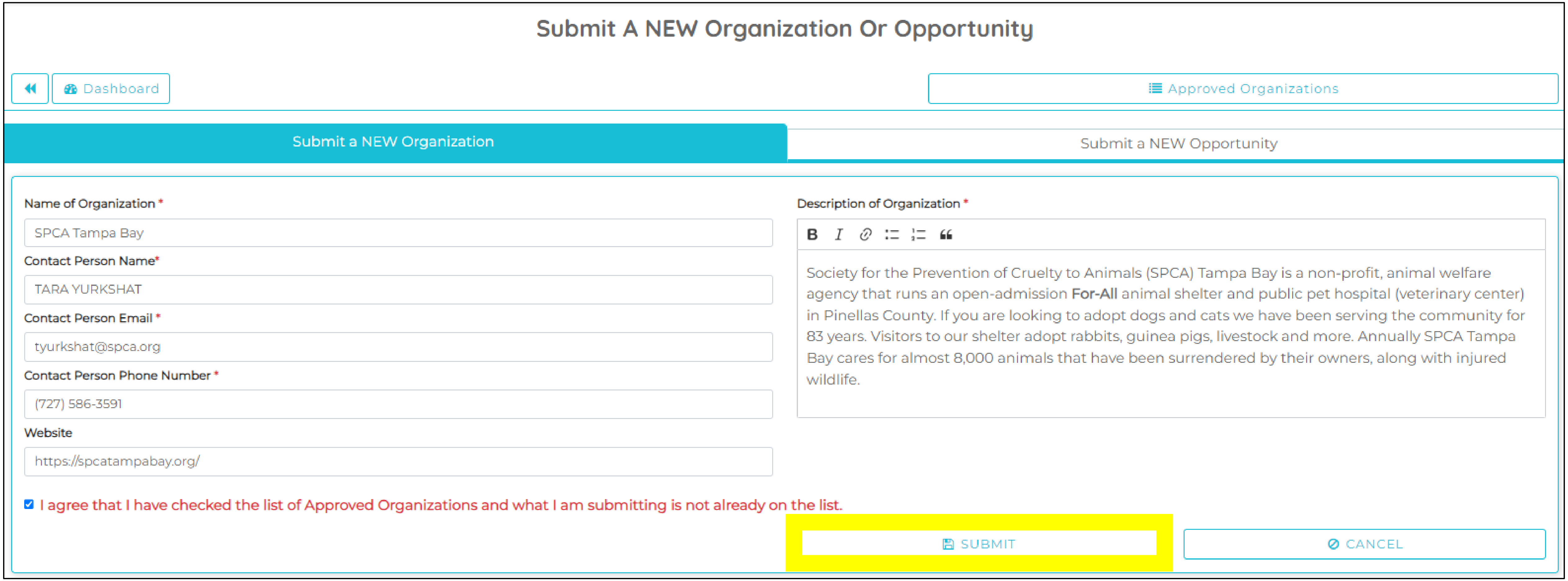
Showing 1 to 1 of 1 entries (filtered from 3 total entries)

First Previous 1 Next Last

If your Organization is listed, click on the name to see more information.
Scroll down the page to find the Volunteer or Paid Work Opportunities that are already approved. If your Opportunity is listed, click on the box to submit your hours.

If your Organization is NOT listed as an already Approved Organization, go back to your Dashboard.

Click on the Submit a NEW Organization OR Opportunity box.



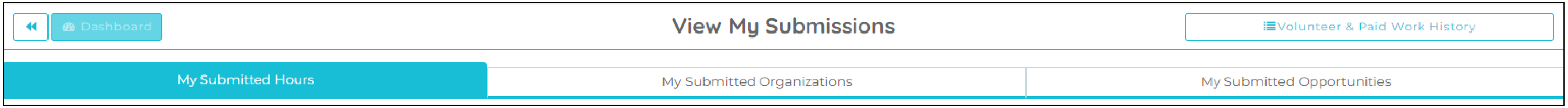
Complete all required fields to submit a new organization.

Be sure to check the box that you have checked the list of Approved Organizations.

Click the Submit button.

This sends your Organization to your Counselor or Administrator to be Reviewed.

You can check the status of all your submissions by clicking View My Submissions from your Dashboard.



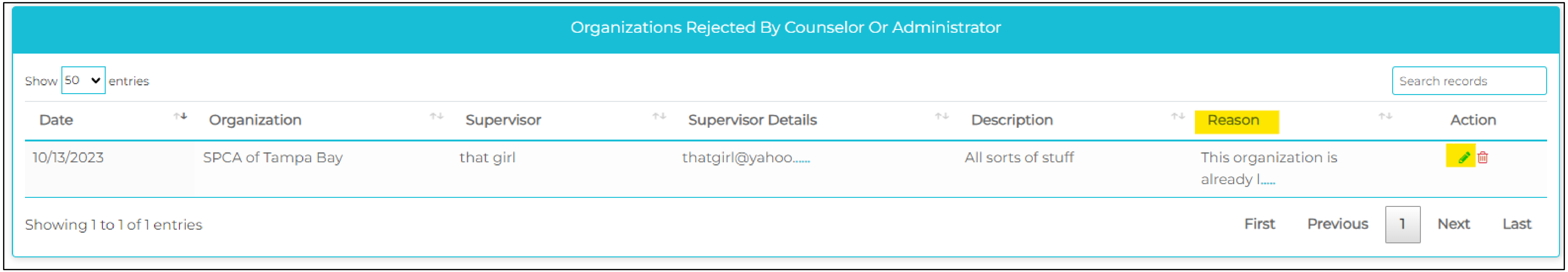
Here, you can view your Submitted Hours, your Submitted Organizations, and your Submitted Opportunities.

Included here are Incomplete Submissions that require your attention, anything that you have Submitted for Approval or Review, as well as anything that has been Rejected.

Your Counselor or Administrator will have the option to Approve or Reject your submission.

You can view the status of your submission under View My Submission on your Dashboard.

This is where you will see whether your submission has been Approved or Rejected



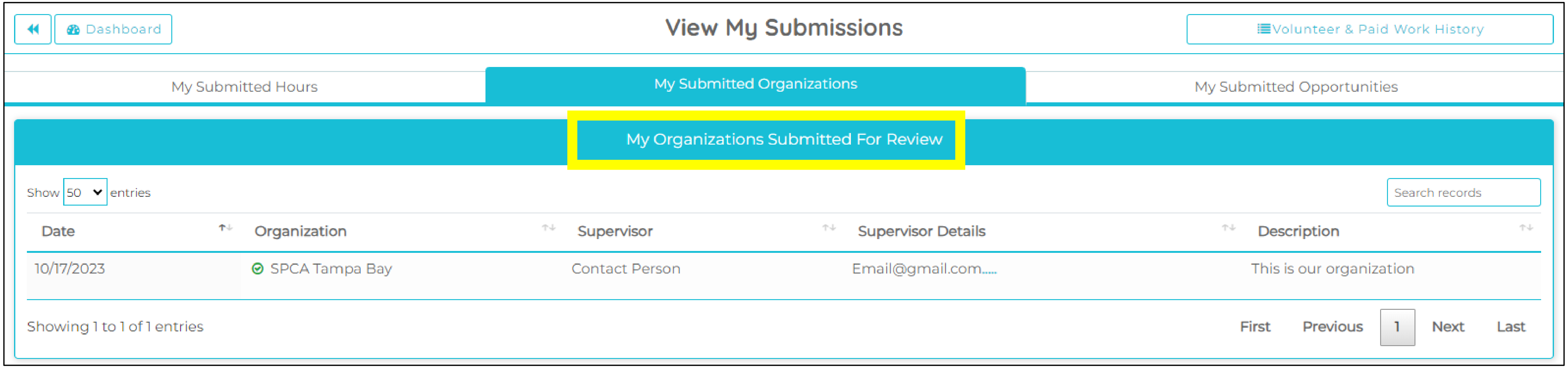
Should your submission be rejected, you will find it under Organizations Rejected By Counselor or Administrator. You will see the reason why it was rejected under Reason.

You can then use the Edit button under Action to edit your submission and resubmit your Organization for Review.

You can go back to your Dashboard and select View My Submissions to check the status.

Once reviewed by your Counselor or Administrator, a request for approval will be sent to your Contact Person via email. Follow up with them to make sure they received the email! If not, you can ask your Counselor or Administrator to resend it.

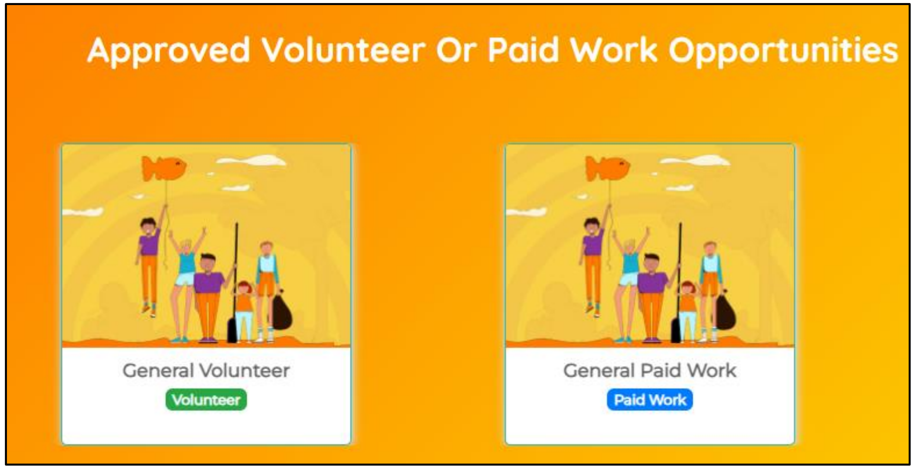
PLEASE NOTE: Approval from the Agency is REQUIRED before you will be able to add your hours. Until your Supervisor provides the approval, your Submission will remain under My Organizations Submitted for Review in View My Submissions.



Ready to submit your hours?

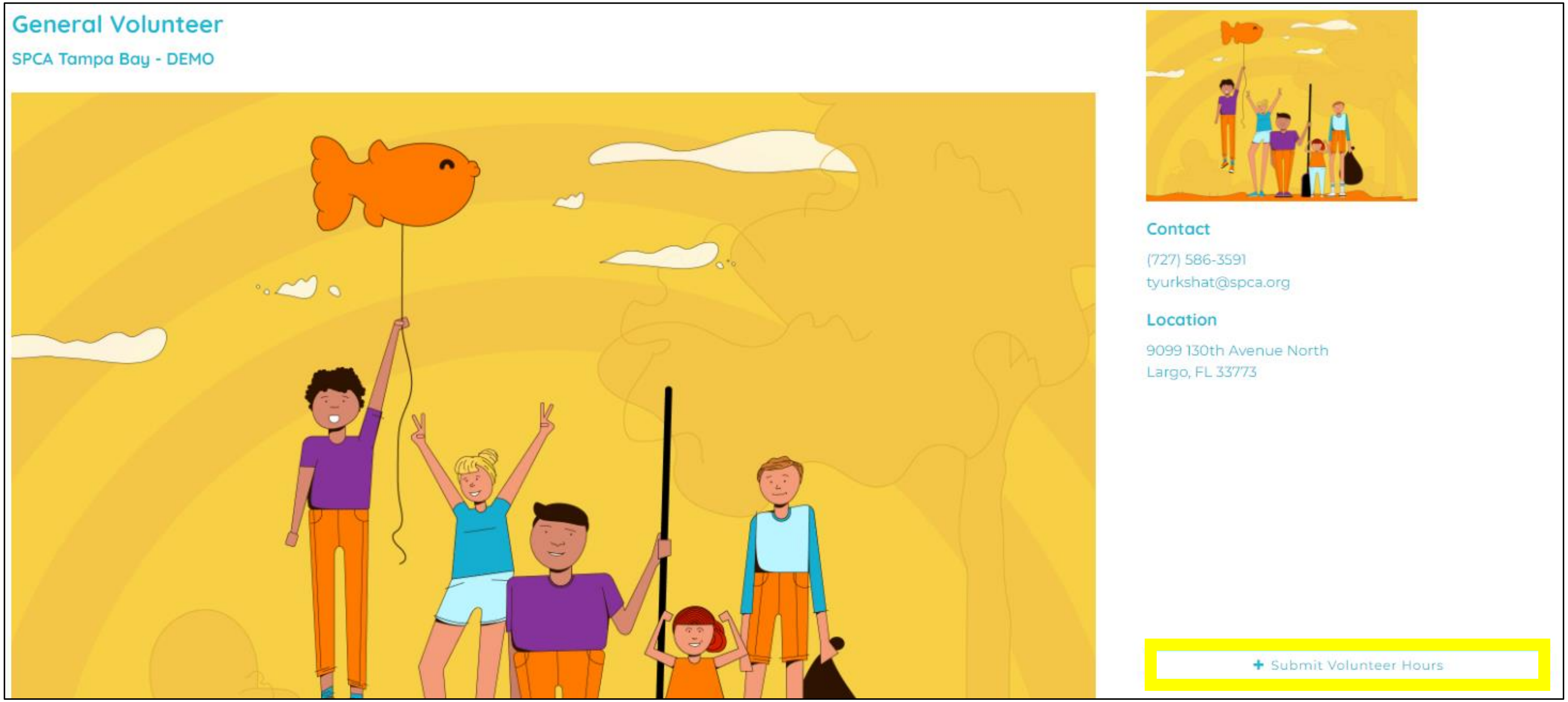
Go back to your Dashboard and click on Approved Organizations & Associated Opportunities.

Find your Organization and click on the name.

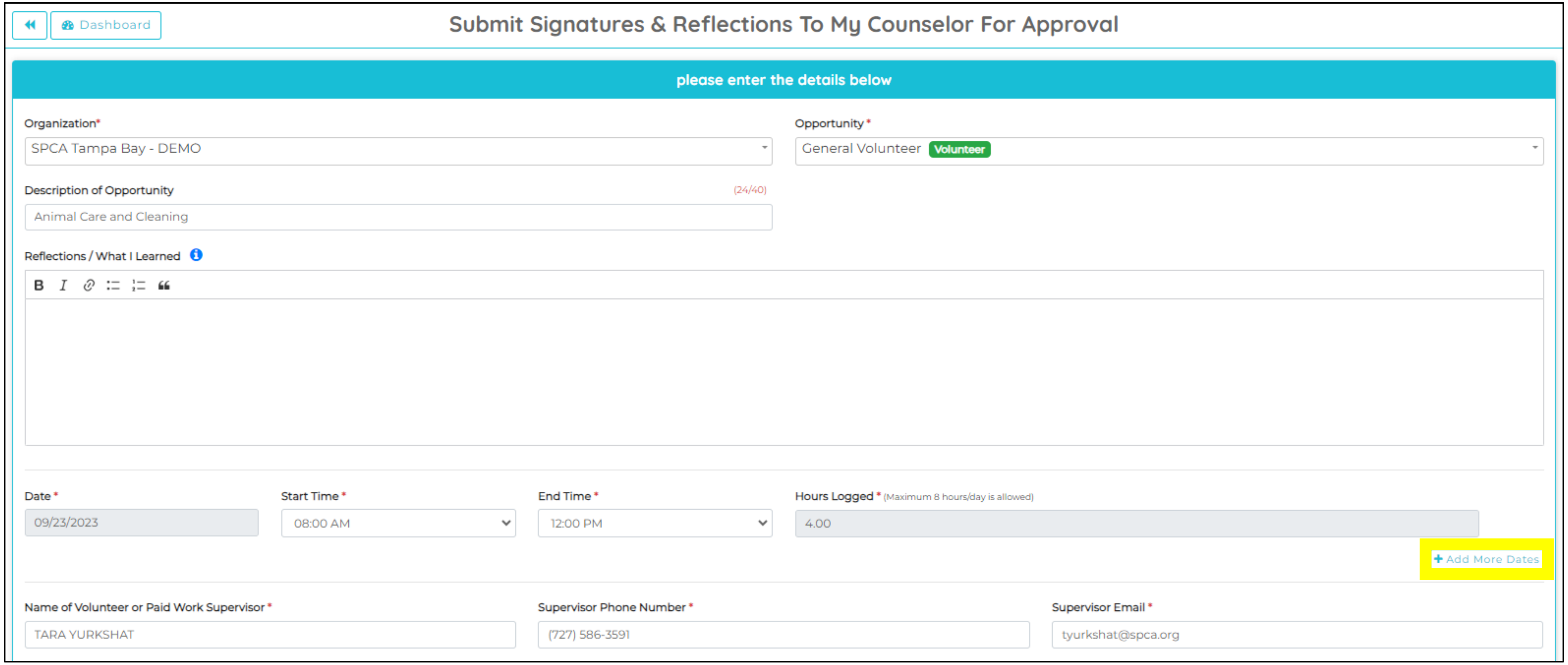


Scroll down the page to find General Volunteer or General Paid Work.

Click on the box for the appropriate type of hours you are earning.



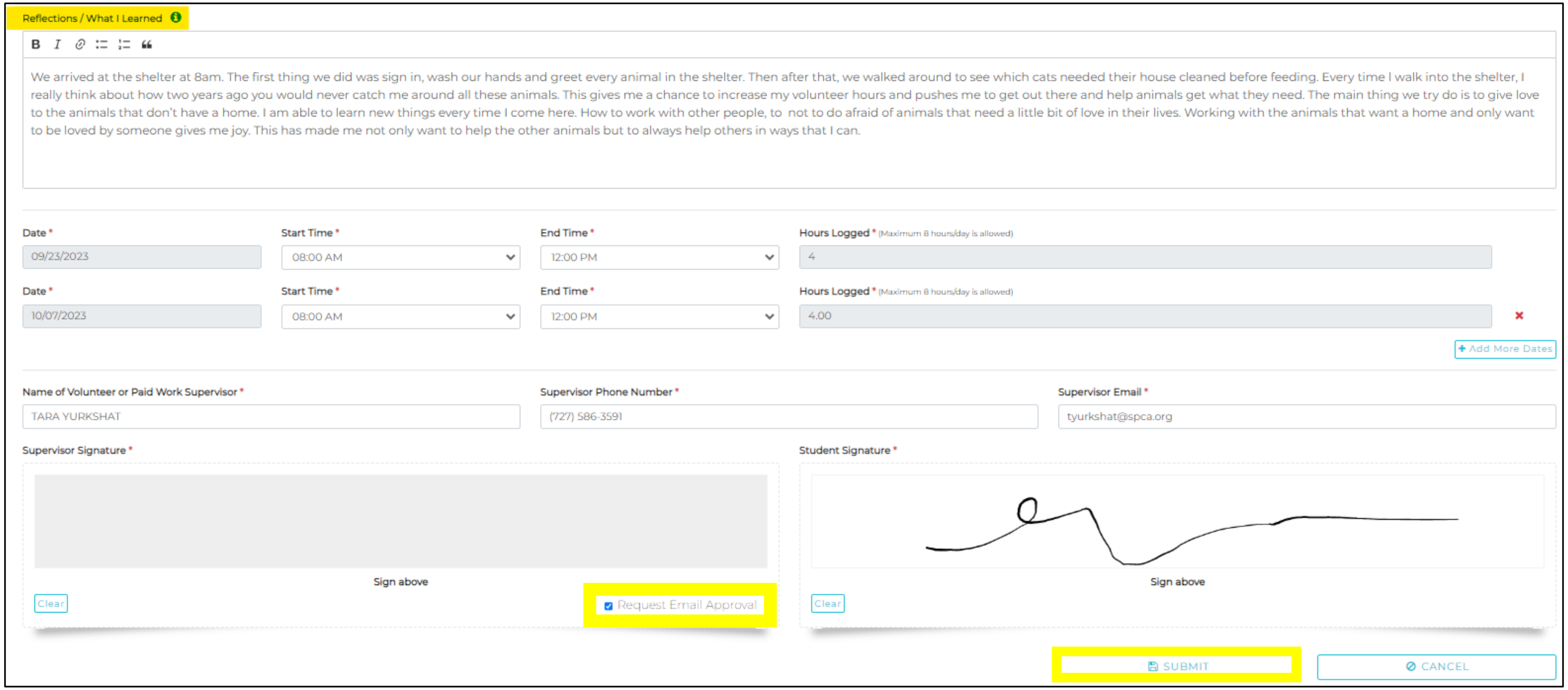
Depending on your Opportunity, click the Submit Volunteer Hours or the Submit Paid Work Hours box.



Complete the required fields.

Should you need to log additional days/hours, click the Add More Dates box.

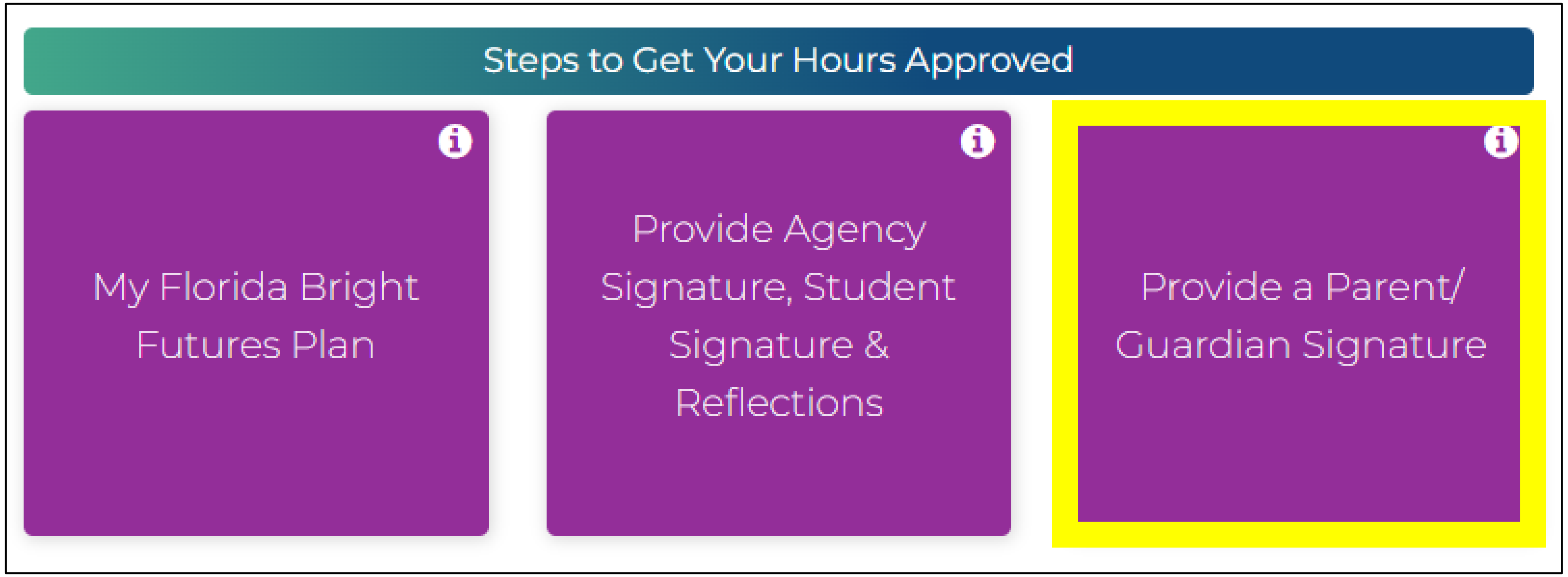
If you are not finished logging your hours because you will earn more in the future, scroll to the bottom and select the Save As Draft button. You will then be able to find and edit your submission in View My Submissions on your Dashboard.



Once you have completed logging all hours and are ready to submit, include a Reflection of what you learned at your Opportunity.

Before submitting, scroll down and sign your name in the Student Signature box. You will also need your Supervisor's signature. They can sign on your device, or you can check the box that says Request Email Approval, which will send an email to your Supervisor to sign off on your hours.

When you are ready, scroll down to the bottom and click Submit.



Once your hours have been submitted, go back to your Dashboard.

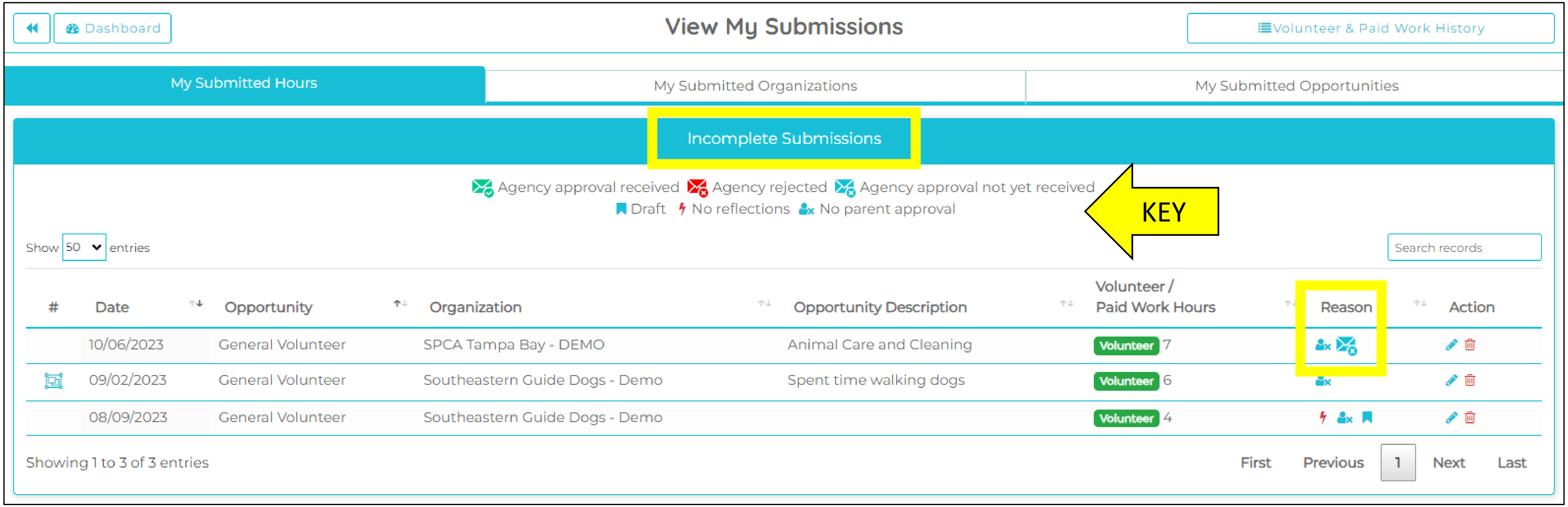
Click Provide a Parent/Guardian Signature.

Have a parent or guardian click the Thumbs Up icon under Action and sign their signature in the pop-up box.

The final step is for your Counselor or Administrator to approve the hours. Your Hours cannot be approved until you have completed the Submission.

Go to your Dashboard and click View My Submissions. You can view why your submission is incomplete under Reason. Use the Key to determine what requires your attention.

Your Submission must have Agency and Parent Approval, as well as a written Reflection, to be complete.



Once all signatures have been acquired, it will then be sent to your Counselor or Administrator for approval.
Your Counselor or Administrator will have the option to Approve or Reject your submission.
You can view the status of your submission under View My Submission on your Dashboard.
This is where you will see whether your submission has been Approved or Rejected

Hours Rejected By Counselor Or Administrator

Show 50 entries

Search records

#	Date	Opportunity	Organization	Opportunity Description	Volunteer / Paid Work Hours	Reason	Action
	09/23/2023	General Volunteer	SPCA Tampa Bay - DEMO	Animal Care and Cleaning	Volunteer 8	Not enough of a reflection.	

Showing 1 to 1 of 1 entries

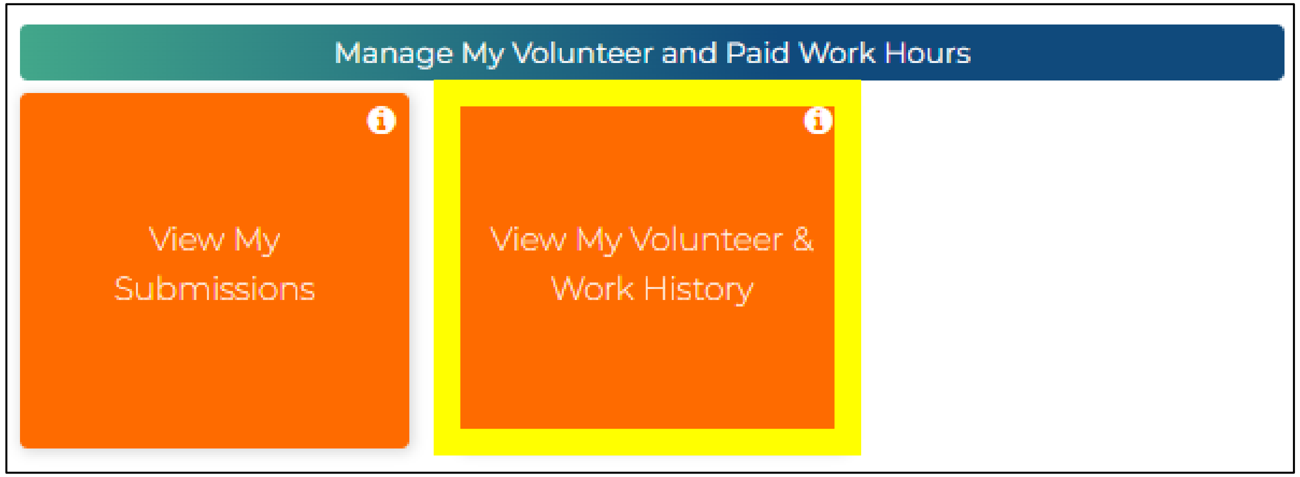
First Previous 1 Next Last

Should your submission be rejected, you will find it under Hours Rejected By Counselor or Administrator.

You will see the reason why it was rejected under Reason.

You can then use the Edit button under Action to edit your submission and resubmit your hours for approval.

Don’t forget to sign your signature again!



Once your Hours has been approved, you’re done! You can find it under View My Volunteer & Work History box on your Dashboard.

This is where you will see a list of your completed hours, as well as any Imported Hours from Focus, and you can select Print Transcript to download a PDF copy of your hours for your records.