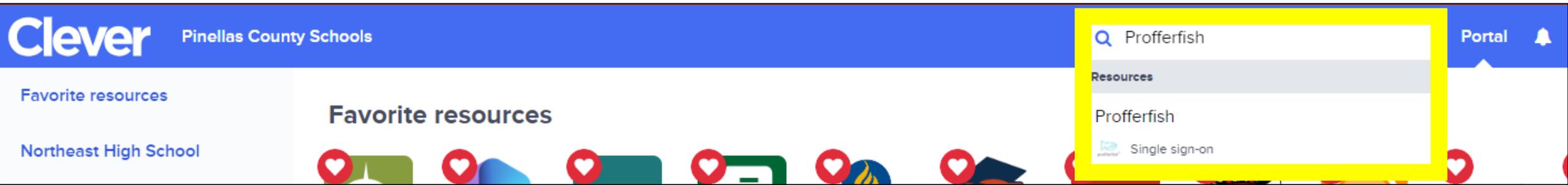




Using Profferfish to Log
Volunteer or Paid Work Entries
for Bright Futures



Log into your Clever account.

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

Action Required

- ✓ Please [click here](#) to enter parent/guardian name and email address.
- ✓ Hours need parent or guardian approval before they can be reviewed by the counselor, [click here](#) to review the details
- ✓ You have incomplete submissions, [click here](#) to review the details
- ✓ Volunteer or Paid Work entries that have been SAVED AS DRAFT but Not Submitted, [click here](#) to review the details

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

Featured Volunteer & Work Opportunities



Looking for a Volunteer or Work Opportunity?

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

Start Fishing

Discover Organizations & Opportunities for Volunteer and Paid Work Hours

 Approved
Organizations &
Associated
Opportunities

 Submit a NEW
Organization OR
Opportunity

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.

Approved Organizations

Click on Organization name to see associated Opportunities

Dashboard

Show 50 entries

Search records

Organizations

↑↓

Causes

↑↓

Address

↑↓

American Cancer Society - Demo

Education,
Health

Tampa, Florida,.....

Humane Society of Tampa Bay - DEMO

Animals,
Education,

Tampa, Florida,.....

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.

Approved Volunteer Or Paid Work Opportunities



General Volunteer

Volunteer



General Paid Work

Paid Work



American Heart Walk

Volunteer

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

Start Fishing

Discover Organizations & Opportunities for Volunteer and Paid Work Hours

Approved
Organizations &
Associated
Opportunities

Submit a NEW
Organization OR
Opportunity

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

Approved Volunteer Or Paid Work Opportunities



General Volunteer

Volunteer



General Paid Work

Paid Work

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.

Start Fishing

Discover Organizations & Opportunities for Volunteer and Paid Work Hours

Approved
Organizations &
Associated
Opportunities

Submit a NEW
Organization OR
Opportunity

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.

Submit A NEW Organization Or Opportunity

Dashboard

Approved Organizations

Submit a NEW Organization

Submit a NEW Opportunity

Name of Organization *

SPCA Tampa Bay

Contact Person Name*

TARA YURKSHAT

Contact Person Email *

tyurkshat@spca.org

Contact Person Phone Number *

(727) 586-3591

Website

https://spcatampabay.org/

Description of Organization *

B I @ := := “

Society for the Prevention of Cruelty to Animals (SPCA) Tampa Bay is a non-profit, animal welfare agency that runs an open-admission **For-All** animal shelter and public pet hospital (veterinary center) in Pinellas County. If you are looking to adopt dogs and cats we have been serving the community for 83 years. Visitors to our shelter adopt rabbits, guinea pigs, livestock and more. Annually SPCA Tampa Bay cares for almost 8,000 animals that have been surrendered by their owners, along with injured wildlife.

I agree that I have checked the list of Approved Organizations and what I am submitting is not already on the list.

SUBMIT

CANCEL

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.

Manage My Volunteer and Paid Work Hours

View My
Submissions

View My Volunteer &
Work History

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

Dashboard

View My Submissions

Volunteer & Paid Work History

My Submitted Hours

My Submitted Organizations

My Submitted Opportunities

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

Organizations Rejected By Counselor Or Administrator							
Date	Organization	Supervisor	Supervisor Details	Description	Reason	Action	
10/13/2023	SPCA of Tampa Bay	that girl	thatgirl@yahoo.....	All sorts of stuff	This organization is already l....	 	

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.

The screenshot shows a web interface titled "View My Submissions". At the top, there are navigation buttons for "Dashboard" and "Volunteer & Paid Work History". Below the title, there are three tabs: "My Submitted Hours", "My Submitted Organizations", and "My Submitted Opportunities". The "My Submitted Organizations" tab is active, and a sub-tab "My Organizations Submitted For Review" is highlighted with a yellow box. Below the tabs, there is a search bar and a dropdown menu set to "50 entries". A table with the following columns is displayed: "Date", "Organization", "Supervisor", "Supervisor Details", and "Description". The table contains one entry for the date "10/17/2023" with the organization "SPCA Tampa Bay", supervisor "Contact Person", and details "Email@gmail.com.....". The description for this entry is "This is our organization". At the bottom, there is a pagination bar showing "Showing 1 to 1 of 1 entries" and navigation buttons for "First", "Previous", "1", "Next", and "Last".

Start Fishing

Discover Organizations & Opportunities for Volunteer and Paid Work Hours

Approved
Organizations &
Associated
Opportunities

Submit a NEW
Organization OR
Opportunity

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.

Approved Volunteer Or Paid Work Opportunities



General Volunteer

Volunteer



General Paid Work

Paid Work

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.

General Volunteer

SPCA Tampa Bay - DEMO



Contact

(727) 586-3591
tyurkshat@spca.org

Location

9099 130th Avenue North
Largo, FL 33773

+ Submit Volunteer Hours

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

Dashboard

Submit Signatures & Reflections To My Counselor For Approval

please enter the details below

Organization* SPCA Tampa Bay - DEMO

Opportunity* General Volunteer **Volunteer**

Description of Opportunity (24/40)
Animal Care and Cleaning

Reflections / What I Learned ⓘ

B I @ :: ;= “

Date* 09/23/2023

Start Time* 08:00 AM

End Time* 12:00 PM

Hours Logged* (Maximum 8 hours/day is allowed) 4.00

[+ Add More Dates](#)

Name of Volunteer or Paid Work Supervisor* TARA YURKSHAT

Supervisor Phone Number* (727) 586-3591

Supervisor Email* tyurkshat@spca.org

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.

Reflections / What I Learned ⓘ

B I @ :≡ :≡ “

We arrived at the shelter at 8am. The first thing we did was sign in, wash our hands and greet every animal in the shelter. Then after that, we walked around to see which cats needed their house cleaned before feeding. Every time I walk into the shelter, I really think about how two years ago you would never catch me around all these animals. This gives me a chance to increase my volunteer hours and pushes me to get out there and help animals get what they need. The main thing we try do is to give love to the animals that don't have a home. I am able to learn new things every time I come here. How to work with other people, to not to do afraid of animals that need a little bit of love in their lives. Working with the animals that want a home and only want to be loved by someone gives me joy. This has made me not only want to help the other animals but to always help others in ways that I can.

Date *	Start Time *	End Time *	Hours Logged * (Maximum 8 hours/day is allowed)
09/23/2023	08:00 AM	12:00 PM	4
10/07/2023	08:00 AM	12:00 PM	4.00

[+ Add More Dates](#)

Name of Volunteer or Paid Work Supervisor *
TARA YURKSHAT

Supervisor Phone Number *
(727) 586-3591

Supervisor Email *
tyurkshat@spca.org

Supervisor Signature *
Sign above
 Request Email Approval

Student Signature *
Sign above

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.

Steps to Get Your Hours Approved

My Florida Bright
Futures Plan

Provide Agency
Signature, Student
Signature &
Reflections

Provide a Parent/
Guardian Signature

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

Click Provide a Parent/Guardian Signature.



Dashboard

Submit A Parent Or Guardian Signature

Important Note: Students must complete "Reflections" and receive "Organization / Business Signature" before a volunteer or job opportunity is available for a guardian or parent signature.

Show 50 entries

Search records

#	Date	Volunteer / Paid Work Opportunity	Organization	Opportunity Description	Volunteer / Paid Work Hours	Action
	09/23/2023	General Volunteer	SPCA Tampa Bay - DEMO	Animal Care and Cleaning	Volunteer 8	
	09/02/2023	General Volunteer	Southeastern Guide Dogs - Demo	Spent time walking dogs	Volunteer 6	

Showing 1 to 2 of 2 entries

First

Previous

1

Next

Last

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.

The screenshot shows the 'View My Submissions' dashboard. At the top, there are navigation buttons for 'Dashboard' and 'Volunteer & Paid Work History'. Below this is a tabbed interface with 'My Submitted Hours', 'My Submitted Organizations', and 'My Submitted Opportunities'. The 'Incomplete Submissions' tab is highlighted in yellow. Below the tabs, a key explains the status icons: a green envelope for 'Agency approval received', a red envelope with a slash for 'Agency rejected', a blue envelope with a slash for 'Agency approval not yet received', a blue document for 'Draft', a red lightning bolt for 'No reflections', and a blue person with a slash for 'No parent approval'. A yellow arrow labeled 'KEY' points to this key. Below the key is a table of submissions. The 'Reason' column in the table is highlighted in yellow. The table shows three entries, each with a date, opportunity name, organization, description, and hours. The first entry is from 10/06/2023 for 'General Volunteer' at 'SPCA Tampa Bay - DEMO' with 7 hours. The second is from 09/02/2023 for 'General Volunteer' at 'Southeastern Guide Dogs - Demo' with 6 hours. The third is from 08/09/2023 for 'General Volunteer' at 'Southeastern Guide Dogs - Demo' with 4 hours. The 'Reason' column for the first two entries shows 'Agency approval not yet received' and 'No parent approval' respectively. The third entry shows 'No reflections' and 'No parent approval'. At the bottom, there is a pagination control showing 'Showing 1 to 3 of 3 entries' and buttons for 'First', 'Previous', '1', 'Next', and 'Last'.

View My Submissions

Dashboard Volunteer & Paid Work History

My Submitted Hours My Submitted Organizations My Submitted Opportunities

Incomplete Submissions

Agency approval received Agency rejected Agency approval not yet received
Draft No reflections No parent approval

KEY

#	Date	Opportunity	Organization	Opportunity Description	Volunteer / Paid Work Hours	Reason	Action
	10/06/2023	General Volunteer	SPCA Tampa Bay - DEMO	Animal Care and Cleaning	Volunteer 7	Agency approval not yet received	
	09/02/2023	General Volunteer	Southeastern Guide Dogs - Demo	Spent time walking dogs	Volunteer 6	No parent approval	
	08/09/2023	General Volunteer	Southeastern Guide Dogs - Demo		Volunteer 4	No reflections No parent approval	

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

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!

Manage My Volunteer and Paid Work Hours

View My Submissions

View My Volunteer & Work History

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.

[Print Transcript](#)

Total Volunteer Hours: **8**
Total Paid Work Hours: **0**
Imported Volunteer Hours: **0**
Imported Paid Work Hours: **0**



[Dashboard](#)

View My Volunteer & Work History

Volunteer & Work History

Show entries

#	Date	Organization	Opportunity	Supervisor Name	Opportunity Description	Hours
	09/23/2023	SPCA Tampa Bay - DEMO	General Volunteer	TARA YURKSHAT	Animal Care and Cleaning	Volunteer 8

Showing 1 to 1 of 1 entries

[First](#)

[Previous](#)

[1](#)

[Next](#)

[Last](#)