

# VOLUNTEER SOUTHLAKE



Volunteer Southlake has been a certifying agency for the President's Volunteer Service Award program since 2014 and 217 City of Southlake volunteers have earned this honor. Learn more about the award program online at [www.presidentialserviceawards.gov](http://www.presidentialserviceawards.gov).

**Will you be eligible this year?** Log in to VicNet and use the guides below to see if you have served enough hours to qualify. The "Year-to-Date" number is used for Bronze, Silver and Gold awards and the "Lifetime Hours" number is used for Lifetime Service Awards. Hours are recorded from April 1 - March 30 each year.

**We will calculate your hours on April 1st** and will contact you if you qualify for recognition. Until then, please feel free to contact the Volunteer Southlake office at [Volunteer@ci.southlake.tx.us](mailto:Volunteer@ci.southlake.tx.us) with any questions or concerns.

**VicNet Login:** <https://www.volgistics.com/ex/portal.dll/?FROM=23335>

Enter your email address and your password, and then click the Go button.

Login name:

Password:

[Forget your password?](#) [Help](#)  
[Need a password?](#)

Step 1:  
Log-in to  
VicNet

Home Mail My Profile My Schedule **My Service History** Account

**Instructions**  
 Thank you for logging in and using VicNet. We truly appreciate your service and hope that VicNet enhances your volunteer experience. Feel free to contact the Volunteer Office if you have any questions. We're open Monday-Friday 8:00 AM - 5:00 pm. Have a wonderful day!

**Fall is in the Air!**  
 Stay warm this season is to Volunteer! Check out our new website on all the Fall/Winter opportunities available.  
[southlake.com/1176/Fall-Winter-Opportunities](http://southlake.com/1176/Fall-Winter-Opportunities)

Step 2:  
Select My  
Service  
History

Home Mail My Profile My Schedule **My Service History** Account

**Totals**  
 Start date: August 22, 2016  
 Year-to-date hours: 3:00  
 Life hours: 13:00

**Service by year**  
 Click on a year to view your records for the year.

Year	Hours	Merit hours	Absences
2017	1:00	1:00	0
2016	12:00	12:00	0
2015	13:00	13:00	0

Step 3:  
View YTD &  
Lifetime Totals

HOURS BY AWARD	BRONZE	SILVER	GOLD
Kids (5-10)	26 – 49	50 – 74	75 +
Teens (11-15)	50 – 74	75 – 99	100 +
Young Adults (16-25)	100 – 174	175 – 249	250 +
Adults (26 and older)	100 – 249	250 – 499	500+
Families and Groups*	200 – 499	500 – 999	1,000+

**President's Lifetime Achievement Award:** Individuals who have completed 4,000 or more hours in their lifetime

\* Two or more people, with each member contributing at least 25 hours toward the total



**Contact Us:**  
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