

VOLUNTEER NEWSLETTER

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Weekly Schedules

The schedules for the next two weeks are attached. Please review them and let me know if you will be out on vacation anytime soon.

Friendly Reminder

Please remember that you need to sign in and out for every shift. This helps us track total volunteer hours and ensures you will be covered under our insurance in the unlikely event you are injured on the job. If you are still having issues, I am happy to walk you through how to use Track it Forward. Also, if you would like to volunteer and you are not on the volunteer schedule, please email me before you arrive. We want to ensure we are assigning you to the correct position.

Using the Hangar 37 Emergency Door

Please be mindful when exiting from the emergency door exit near the P-40 and Hoku area. Lately, we have had guests follow staff members and volunteers out that door and it is off-limits to our guests.



TRACK IT FORWARD

New Track it Forward Update

New Reminder for Forgotten Punches

Track it Forward has added an exciting feature that will alert you if you forgot to clock out from a previous shift. After you sign in for your shift, the regular pop up that says you have signed in will also say, "We also noticed that you haven't signed out on X days." Click on the **review days not signed out** button. A new screen will pop up which will show you the day(s) that you did not clock out. Click on the **yellow clock** next to the day(s) that you did not clock out and input the time you left. It will let you know what time you checked in and what activity you were doing on that specific day. Please let me know if you have any questions or if you would like me to show you how this new feature works. I have included a PDF of screenshots to show you what the process looks like. This will be great for making sure our hours are correctly logged!

Exciting Ray Foundation Challenge Update

A Note from our Executive Director, Elissa Lines

Aloha. Our hectic pace continues! Seeing all the children in the museum really excites me. Participants in our summer camp, these kids being introduced to history, aviation, STEM and other skills that add to their learning experiences, preparing them for their future. We play a role in what these students will achieve. I am extremely excited to share that we have met the \$1 million Ray Foundation challenge with a matching \$1 million gift from a local donor who shares our passion to educate, challenge, and inspire our children, those who are destined to lead our future. Watch for news on this stunning gift and for our next steps in renovating Bldg. 97 across the road from the Control Tower - this historic WWII Link Training facility will again serve as an aviation education center!

Mahalo
Elissa

