

Super Enrollment

Volunteer Management

1

Visit <https://extension.tennessee.edu/eesd/Pages/Volunteerism.aspx>. All volunteer forms and resources are located on this web page. Before you can add a person as a volunteer, you must enroll them in SUPER. Start with the classification decision tree. Then, click the down arrow on enrollment and select volunteerism.

Delivery ▾ Registration ▾ Enrollment ▾ Operation ▾ Reports ▾ Help ▾ Employees ▾

Search
Adult Enroll
Youth Enroll
Volunteerism
Manage
4-H Enrollment Report
Enrollment Stats

Enrollee Search

Filtering On:
Demographics: Active Status: Any, Ethnicity/Race: Any, Gender: Any, Age Group: Any

Name Search:

Gender Stats

Adult Male: 137 Adult Female: 297 Youth Male: 1399 Youth Female: 1454

Race/E

White - 2867
Black - 302
Hispanic - 79
American Indian/Alaskan Native - 14

2

At the top of the page, click "Add Volunteer."

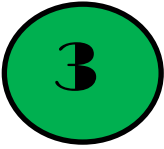
Volunteer Management

+ Add Youth Volunteer + Add Adult Volunteer

Active Status: Any Volunteer Certification: Not Filtered

Search Refresh

	Approved App	Background Check	Child Protection	Level 3 Training	National Registry	TN Registry	Mandatory Reporting
er	✓ Jun 9 2019 12:00AM	✓ Current Jun 10 2019	✓ Current Jun 9 2019	✗ Does not exist	✓ Current Jun 9 2019	✓ Current Jun 9 2019	✓ Current
	✓ Apr 26 2018	✓ Current Apr 26 2018	✓ Current Apr 26 2018	✗ Does not exist	✓ Current Apr 26 2018	✓ Current Apr 26 2018	✓ Current



Once a person is tagged as a volunteer, add the volunteer level. Refer to the classification tree for help. Level 3 adults require the most documentation. Levels below that will require less and will be reflected on the volunteer details page.

Create Enrollee Volunteer

* indicates required field

Client Info

Name: Jan Foy

Preferred Name: No Preferred Name Listed

Date of Birth: 01/01/1753

Contact

855 Osage Crossland Rd
Puryear Tennessee, 38251

Enrollment Info

Active Status: Active

SUPER ID: 205457

Date Created: 11/20/2007

Comments: No comments.

Demographics

Volunteer Level

Level 3 - Adult Volunteer

Program: 4-H Youth Development

Search:

Select all

Close

[Back to Volunteer Search](#)



All volunteers must have an application on file. Use a black marker or redaction tool to erase sensitive information, such as SS#, before uploading. All files must be .PDF to upload. Keep paper copies in a locked file.

Create Approved Application

* indicates required field

Client Info

Name: Jan Foy

Preferred Name: No Preferred Name Listed

Date of Birth: 01/01/1753

Contact

855 Osage Crossland Rd
Puryear Tennessee, 38251

Enrollment Info

Active Status: Active

SUPER ID: 205457

Volunteer ID: V49318427

Volunteer Start: 01/06/2020

Volunteer Level: Assigned volunteer level (Level 3 - Adult Volunteer) and application volunteer level (Does not exist; does not match)

Volunteer Level

Level 3 - Adult Volunteer

Date: 01/06/2020

Upload Application

Choose File | No file chosen

Accepts .PDF files only.

[Back to Volunteer Details](#)



Once the application is uploaded, SUPER will indicate the appropriate requirements for the volunteer level selected. If a volunteer is missing a requirement, a red X will show up. A green ✓ will indicate the requirement is met. When a requirement has expired, the red X will appear to indicate the requirement should be renewed.

Client Info

Name: Jan Foy

Date of Birth: 01/01/1753

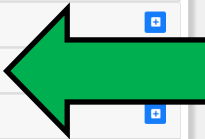
Comments: No comments.

Demographics

Race: White/Not of Hispanic origin

Age: Adult

> Details	Background Check Request	<input type="checkbox"/>
> Details	✓ Child Protection Training (1 Required for this Volunteer Level.)	<input type="checkbox"/>
> Details	✓ National Sex Offender Registry (1 Required for this Volunteer Level.)	<input type="checkbox"/>
> Details	✓ TN Abuse Registry (1 Required for this Volunteer Level.)	<input type="checkbox"/>
> Details	✓ TN Mandatory Reporting Law (1 Required for this Volunteer Level.)	<input type="checkbox"/>
> Details	✗ Level 3 Training (1 Required for this Volunteer Level.)	<input type="checkbox"/>
> Details	✓ Online Orientation Training	<input type="checkbox"/>
> Details	✓ Base Program: 1 Listed (1 Required)	<input type="checkbox"/>





Refer to the SUPER Enrollment User Guide for more detailed information for enrolling volunteers. It is located in the help section of SUPER. Once there, click enrollment.

THE UNIVERSITY OF TENNESSEE system for university planning evaluation &

Plans Delivery Profile Training/Registration Enrollment Operation Reports [Help](#)

Expand all
Schedule & Available Training
Delivery
Plans
Profile
Appraisal
Dossier
Training/Registration
Enrollment

- Questions about 4-H enrollment should be directed to [Cecilia Burgos](mailto:cburgos@tennessee.edu), 865-974-2128, cburgos@tennessee.edu
- Questions about Master Gardener enrollment should be directed to [Natalie Bumgarner](mailto:nbumgarn@tennessee.edu), 865-974-7308, nbumgarn@tennessee.edu
- Questions about FCE enrollment should be directed to [Marilyn Keel](mailto:mkeel@tennessee.edu), 865-974-8197, mkeel@tennessee.edu
- Questions about TNCEP enrollment should be directed to [Chris Sneed](mailto:csneed@utk.edu) at 865-200-4534, csneed@utk.edu
- [SUPER Enrollment User Guide](#)
- [Enrollment Timeline and Data Management Guide](#)

Operation