

Approved Service Tab: Listed here will be all approved agencies and agency supervisors. This list will also appear as a drop-down when you submit a **Claim Service** form.

On this page you will be able to do the following:

- Submit a **Prior Approval** form
- **Add a Supervisor** to an approved agency

The screenshot shows a web browser window with the URL <https://www.volunteeraccess.com/volapprovedorgs>. The page title is "Approved Service Locations" and it features a navigation menu with "My Opportunities", "My Service", "Approved Service Locations", and "Help". A "Claim Service" button is visible in the top right. The main content area is a table with two columns: "Organization" and "Supervisors".

Organization	Supervisors	Action
Academy of American Poets	<ul style="list-style-type: none">• John King (✉ jking@mailinator.com, ☎ 939393)• John Doe (✉ jdoe@mailinator.com, ☎ 949-383-3893)• Diane K (✉ dk@mailinator.com, ☎)• Hal Jones (✉ hjones@mailinator.com, ☎ 839-938-2992)	+ Add a Supervisor
American Agora Foundation		+ Add a Supervisor
American Association of Wine Economists		+ Add a Supervisor
American Booksellers Foundation for Free Expression		+ Add a Supervisor
American Foundation for Suicide Prevention		+ Add a Supervisor
American Friends Musée d'Orsay		+ Add a Supervisor
American Geographical Society		+ Add a Supervisor
American Institute of the City of New York		+ Add a Supervisor
American Jewish Historical Society		+ Add a Supervisor
American Liver Foundation		+ Add a Supervisor
American Sephardi Federation		+ Add a Supervisor
Belarusian-American Association		+ Add a Supervisor
Conference of Presidents of Major American Jewish Organizations		+ Add a Supervisor
Council of Turkic American Associations		+ Add a Supervisor
The American-Scandinavian Foundation		+ Add a Supervisor

Two callout boxes are present:

- A box on the right with the text "Click here to submit a Prior Approval Form" has a blue arrow pointing to the "+ Submit a Prior Approval Form" button in the top right of the table.
- A box on the right with the text "Click here to Add a Supervisor to an approved agency." has a blue arrow pointing to the "+ Add a Supervisor" button for the "American Institute of the City of New York" organization.

The browser's taskbar at the bottom shows several open applications: Citrix XenApp - L..., SiriusXM Streami..., Calendar - jpilnic..., Volunteer Access ..., Approved Service ..., and Student Instructio... The system clock shows 9:08 AM on 6/16/2017.

Propose an Organization (Prior Approval): When you click on the **Submit a Prior Approval Form** button you will see the form below. After completing this form, click submit and the form will be sent to the RHS Community Service Coordinator. After review, you will receive an email that it was approved (the new agency will be added to the list of Approved Agencies) or you will receive an email indicating a reason why it was not approved or a request for additional information.

The screenshot shows a web browser window with the URL <https://volunteeraccess-dev.appspot.com/volapprovedorgs>. The browser's address bar and tabs are visible at the top. The main content area displays a list of organizations, including 'Org 2', 'Org 4', 'Org 2.1', 'org 67', 'Org 1', 'Local Org Chapter 12', and 'Big Org'. Each organization entry has a 'Supervisor' field with contact information and an 'Add a Supervisor' button. A modal form titled 'Propose a new pre-approved service organization' is overlaid on the page. The form contains the following fields:

- Organization name:** Enter organization name
- Supervisor name:** Enter a supervisor's name
- Supervisor email address:** Enter supervisor's email
- Supervisor phone number:** Enter supervisor's phone

At the bottom of the modal form are 'Close' and 'Submit' buttons. The background list of organizations includes the following details:

- Org 2
- Org 4
- Org 2.1
- org 67
- Org 1
- Local Org Chapter 12
 - Super 2 (✉ testsuper2@mailinator.com, ☎ 111-111-1111)
 - Super 100 (✉ super100@mailinator.com, ☎ 123-323-2222)
- Big Org
 - John Banks (✉ jbanks1960@mailinator.com, ☎ 123-333-4565)
 - Denise Charleston (✉ dc123@mailinator.com, ☎ 234-886-5577)
 - Big Guy (✉ bigguy100@mailinator.com, ☎ 123-399-5585)

The Windows taskbar at the bottom shows several open applications: SiriusXM, Outlook (Inbox - jipilnick@r...), Volunteer Access..., PowerPoint (P), Excel (AGENCIES (002).xl...), and Word (Claim Service.doc...). The system tray on the right shows the date and time as 9:47 AM on 7/11/2016.

Add a Supervisor: When you click on the **Add a Supervisor** button you will see the form below. After completing this form, click submit and the form will be sent to the RHS Community Service Coordinator. After review, you will receive an email that the supervisor was added or you will receive an email indicating a reason why the supervisor was not added or a request for additional information.

The screenshot shows a web browser window with the URL <https://volunteeraccess-dev.appspot.com/volapprovedorgs>. The browser's address bar and tabs are visible at the top. The main content area displays a list of organizations, each with a list of supervisors and an 'Add a Supervisor' button. A modal form titled 'Propose a supervisor to be added to Org 2.1' is overlaid on the page, containing three input fields: 'Supervisor name', 'Supervisor email address', and 'Supervisor phone number'. The form also includes 'Close' and 'Submit' buttons.

Organization	Supervisors	Action
Org 2		+ Add a Supervisor
Org 4		+ Add a Supervisor
Org 2.1		+ Add a Supervisor
org 67		+ Add a Supervisor
Org 1	<ul style="list-style-type: none">• Super 100 (✉ super100@mailinator.com, ☎ 123-323-2222)• Super 1 (✉ testsuper1@mailinator.com, ☎ 222-222-2222)• Super 2 (✉ testsuper2@mailinator.com, ☎ 111-111-1111)• Super 100 (✉ super100@mailinator.com, ☎ 123-323-2222)	+ Add a Supervisor
Local Org Chapter 12	<ul style="list-style-type: none">• John Banks (✉ jbanks1960@mailinator.com, ☎ 123-333-4565)• Denise Charleston (✉ dc123@mailinator.com, ☎ 234-886-5577)	+ Add a Supervisor
Big Org	<ul style="list-style-type: none">• Big Guy (✉ bigguy100@mailinator.com, ☎ 123-399-5585)	+ Add a Supervisor

Propose a supervisor to be added to Org 2.1

Supervisor name
Enter supervisor's name

Supervisor email address
Enter supervisor's email

Supervisor phone number
Enter supervisor's phone

Close Submit