

Day of Caring 2023- Friday, September 15



VOLUNTEER GUIDE

Thank you for participating in this year's Day of Caring. We will be using an online website called Volunteer Peninsula to have volunteers sign up for projects. It's **FREE** AND this website will be available to you and local organizations to post volunteer opportunities year-round!

This guide is to help Volunteers:

- Sign up for Volunteer Peninsula
- View Day of Caring Projects
- Signup for a Day of Caring Project
 - As an Individual or Team
- Log and track your volunteers hours

Day of Caring 2023 Friday, September 15



This section will help NEW Volunteers:

- Sign up as a volunteer on Volunteer Peninsula

**If you are an EXISTING VOLUNTEER on
Volunteer Peninsula [CLICK HERE to skip to PAGE 7](#)
to find out how to find and sign up for a project.**

NEW Volunteers start here: <https://volunteerpeninsula.galaxydigital.com>

RETURN TO OUR WEBSITE


SIGN UP

LOGIN

HELP

CALENDAR

United Way



VOLUNTEER PENINSULA

A community service of United Way of the Virginia Peninsula


GET CONNECTED. VOLUNTEER. MAKE A DIFFERENCE.

Get Involved, Make a Difference.

VOLUNTEER NOW

Click here to register your organization.

Click SIGN UP to get started

Day of Caring 2022

[HTTPS://VOLUNTEERPENINSULA.GALAXYDIGITAL.COM/NEED/?S=1&NEED_INIT_ID=6747](https://volunteerpeninsula.galaxydigital.com/need/?S=1&NEED_INIT_ID=6747)

Create a volunteer profile by filling out all the listed information and clicking CREATE YOUR ACCOUNT

*If you think you might have an account already, try to reset your password or email me at volunteer@uwvp.org for assistance.

Step 1 of 5: Create an Account

Already have an account? [Click here](#)

Want to sign up your agency? [Click here](#)

 SIGN UP WITH FACEBOOK

OR

Sign up with your email address

First Name (Required)

Last Name (Required)

Email (Required)

Company

Contact me in the event of a disaster ☐ OFF

Password (Required)

Confirm Password (Required)

Contact me in the event of a disaster ☐ OFF

Password (Required)

Confirm Password (Required)

CREATE YOUR ACCOUNT

By clicking "Create your account" I agree to the terms and conditions of this site and Galaxy Digital, and I am at least 13

Steps 2-4 are recommended but OPTIONAL but allow Volunteer Peninsula to inform you of local organization, volunteer opportunities, and events that may interest you. You can skip some or all of these steps by clicking the this link.

Click here to complete the registration and continue.

Step 2 of 5: Select Causes

What types of causes are you passionate about? (Select at least 3.)

Veterans

Community

Arts & Culture

Income

Education

Housing

Animals

Mental Wellness

Crisis

Disaster Response

Equality

Health

Family

Employment

Environment

Basic Needs

CONTINUE TO NEXT STEP

Click here to complete the registration and continue.

Step 3 of 5: Select Interests

What interests, talents, and skills do you have? (Select at least 3.)

Marketing

Physical Labor

Food Prep

Medical

Education

Animals

Nonprofit Professional

Advocacy

Technology

Day of Caring

Social

Clerical

Finance

Skilled Labor

Court-Mandated

In-Kind

CONTINUE TO NEXT STEP

Click here to complete the registration and continue.

Step 4 of 5: Become an Agency Fan

We found some organizations that match your interests. Click on the organization you'd like to follow.

BLACK AMERICAN

ABC

YOUTH VOLUNTEER CORPS

AFRICAN

ABC

YOUTH VOLUNTEER CORPS

AFRICAN

CONTINUE TO NEXT STEP

Step 5 of 5: Congratulations! You're registered.

Just one more short step

Now that you are signed up, you can click the button below to proceed. By the way, we're going to send you an email just to make sure that your email address is working.


CONTINUE

Didn't receive the email? Send it again.

5

Congratulations! You've signed up on Volunteer Peninsula.

You should see this page next after you've completed the registration.




VOLUNTEER PENINSULA

A community service of United Way of the Virginia Peninsula

GET CONNECTED. VOLUNTEER. MAKE A DIFFERENCE!


[DASHBOARD](#)
[VOLUNTEER OPPORTUNITIES](#)
[COMMUNITY EVENTS](#)
[ORGANIZATIONS](#)
[DAY OF CARING-NEWPORT NEWS/HAMPTON](#)
[DAY OF CARING-WILLIAMSBURG](#)
[DAY OF CARING-GLOUCESTER](#)

Welcome back, katie! Here's your volunteer snapshot for April 23, 2018




0

VOLUNTEER HOURS




\$0.00

IMPACT VALUE




0

COMMUNITY EVENTS RSVPD




0

NEED RESPONSES




3


ORGANIZATIONS FINISHED



SIGN ME UP! TO A NEED



BROWSE ORGANIZATIONS




RSVP TO AN EVENT

Hey katie! Welcome to Get Connected.

This is your snapshot. There's not much to look at now. Use the links below to get started.

[Learn more about making an impact using Get Connected.](#)



Day of Caring 2018- NEWPORT NEWS/HAMPTON

[CLICK HERE](#)

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Day of Caring 2023 Friday, September 15



VOLUNTEER GUIDE

This section will help ALL Volunteers:

- Find a Day of Caring Project
- View the details of the project to make sure it's a good fit for you and/or your team

You can find Day of Caring Projects open to the **PUBLIC** in 2 places on your volunteer page.

IMPORTANT INFORMATION

If you have an organization that you volunteer with every Day of Caring or have already organized Day of Caring with an organization, please reach out to the agency to get their **PRIVATE URL** to sign up for their project or contact me directly- volunteer@uwvp.org

The screenshot displays the 'Day of Caring 2022' website. At the top, an orange header features the site's logo and the URL: https://volunteerpeninsula.galaxydigital.com/need/?S=1&need_init_id=6747. A left sidebar contains navigation links: DASHBOARD, VOLUNTEER OPPORTUNITIES, COMMUNITY EVENTS, ORGANIZATIONS, DAY OF CARING-NEWPORT NEWS/HAMPTON, DAY OF CARING-WILLIAMSBURG, DAY OF CARING-GLOUCESTER, and GIVE. The main content area is divided into two sections. The 'Suggested Volunteer Opportunities' section, titled 'Edit your interests and fanned organizations to refine these suggestions.', lists four ongoing projects: Youth Sports Volunteers, Teen Leaders' Club Volunteers, Special Event Volunteers, and Disaster Response Volunteers, each with a 'VIEW DETAILS' button. The 'Latest Community Events' section features an event for May 5th at 8:30am titled 'Go Over the Edge of a hotel!', with an 'RSVP' button. A map on the right side of the page includes a search overlay with the text 'Search for more opportunities' and a search bar containing the word 'Need'.

Understanding the symbols and viewing the project

The screenshot shows the 'Day of Caring 2022' website. At the top, there's an orange banner with a heart icon and the text 'Day of Caring 2022'. Below this, it says 'Join us on Friday, September 16 for our annual Day of Caring!'. A paragraph describes the event: 'Day of Caring 2022 will be held at various project sites across the peninsula, where volunteers will help agencies with multiple projects. Once the projects have been completed, we are inviting all volunteers, agencies and partners to join us for the official Campaign Kickoff Celebration at 12:00pm at a location to be determined, to celebrate the great work being done across our community, and officially kickoff the annual United Way Campaign!'. Below the banner, there's a navigation bar with 'Volunteer Opportunities'. The main section is titled 'Volunteer Opportunities' and includes sorting and search filters. Two project cards are visible. The first card is for 'Office Organization and filing' by 'ABC Agency', happening on 'Sept. 18, 2020', with 8 volunteers. The second card is for 'Plant flowers/paint bird feeders-' by 'ABC Agency', also on 'Sept. 18, 2020', with 7 volunteers. Both cards have a 'VIEW DETAILS' button and a share icon. A red box highlights the '7' in the second card's volunteer count.

Day of Caring 2022

Join us on Friday, September 16 for our annual Day of Caring!

Day of Caring 2022 will be held at various project sites across the peninsula, where volunteers will help agencies with multiple projects. Once the projects have been completed, we are inviting all volunteers, agencies and partners to join us for the official Campaign Kickoff Celebration at 12:00pm at a location to be determined, to celebrate the great work being done across our community, and officially kickoff the annual United Way Campaign!

Volunteer Opportunities

Organizations have been instructed to use **MATERIALS NEEDED** in the title to let you know if they need **volunteers to bring/purchase materials**. Some materials you may already have (paint brush for example)

Here you will see all **PUBLIC** projects that have been submitted for Day of Caring.

This # lets you know how many volunteers they are estimating for this project. It is possible for other groups and individuals to sign up for the same project as long as this # isn't 0.

VIEW DETAILS

VIEW DETAILS

Grow your team by sharing with friends and/or coworkers through LinkedIn, Twitter, Facebook, Google Plus, or through a link.

**View full details for project
And/or to signup**

VIEW DETAILS SCREEN

Clicking on a project will open up the details and will give you the option to **'SIGN ME UP' (individual volunteer)** or **'SIGN ME UP AS A TEAM' (for teams of 2 or more)**

*Signing up as a team allows you to submit how many volunteers you're expecting which will lower the # of Volunteer Spots Remaining. You can edit your team # afterwards if needed.

ADDITIONAL DETAILS: Organization have been instructed to state any required items and if they will provide lunch. If no details of lunch are listed please bring snacks or arrange for lunch.

The screenshot shows a volunteer opportunity page titled "Office Organization and filing". At the top, there are navigation links for "Volunteer Opportunities" and "Office Organization and filing". The main header includes the title "Office Organization and filing" and two buttons: "SIGN ME UP!" and "SIGN ME UP! AS TEAM". Below the header, the date "Sept. 18, 2020" and time "9:00 am - 1:00 pm" are displayed. The "Description" section contains the text: "We just moved offices and have a lot to organize and put away. We have all materials that will be needed including: Binders, Tabs, Face-Masks for dusty books". The "Additional Details" section lists three items with checkboxes: "Is Not Outdoors", "Lunch will be provided", and "wear closed-toe shoes". The "Volunteer Spots Remaining" section shows "8" spots. The "Interests" section has a circular icon. The "Agency" section features the "ABC Agency" logo and a "FANNED" button. The "Location" section shows the address "123 ABC Rd, Gloucester, VA 23061" and a map. Red arrows point from text boxes to specific elements: from the first text box to the "SIGN ME UP!" button; from the second text box to the "Volunteer Spots Remaining" section; from the third text box to the "Additional Details" section; from the fourth text box to the "Agency" section; and from the fifth text box to the "Location" section.

Office Organization and filing

Sept. 18, 2020 9:00 am - 1:00 pm

Description
We just moved offices and have a lot to organize and put away.
We have all materials that will be needed including:
Binders
Tabs
Face-Masks for dusty books

Additional Details
☒ Is Not Outdoors
☒ Lunch will be provided
☒ wear closed-toe shoes

Volunteer Spots Remaining
8

Interests

Agency
ABC Agency
FANNED

Location
123 ABC Rd
Gloucester, VA 23061

The number of spots available for volunteers.

Click here to learn more about the agency.

This is the address and map of where the project will be located. The project may not be at the agencies location.

Day of Caring 2023- Friday, September 15

DAY OF CARING VOLUNTEER GUIDE

This section will help Volunteers:

- Sign up for a project as a **TEAM**

[CLICK HERE to skip to page 20](#) to learn how to sign up as an **INDIVIDUAL**

From the PROJECT'S
[VIEW DETAILS](#) page

Office Organization and filing

 SIGN ME UP!

 SIGN ME UP! AS TEAM



Sept. 18, 2020



9:00 am - 1:00 pm

Volunteer Spots Remaining

8 

Description

We just moved offices and have a lot to organize and put away.

SIGNING UP AS A TEAM

(INDIVIDUAL SIGNUP- SKIP TO PAGE #20)

1)Click **SIGN ME UP AS A TEAM** as shown above

2) Create a team name

3)Team Description: Add any details about your team- please include any allergies, special needs, or limitations that the organization needs to know.

4) CLICK- Create Team to be taken to the team signup sheet

GET CONNECTED. VOLUNTEER. MAKE A DIFFERENCE!

 > Volunteer Opportunities > Office Organization and filing > Team Response

Thank you for your response to this need. Please fill out the form below so that we can share your interest with the agency that posted this need. They will receive an email with your contact information and will reach out to you shortly.

Team Information

Team Name *

Team XYZ Company

Team Description

We have 2 volunteers that cannot do any heavy lifting.




CREATE TEAM

To complete your team registration, you must now (1) designate a team leader and (2) select the number of additional team members. These steps must be completed to reserve your team's volunteer spots.

Team Members


ADD TEAM MEMBER

1) Click **ADD TEAM MEMBER** to Add your Team Leader and reserve the # of slots you need. The team leader will receive notifications and information about your project.

Table Filter 

<input checked="" type="checkbox"/>	EMAIL	FIRST	LAST	OPTIONS	LEADER
No Team Members					

Team Hours

Table Filter 

USER	EMAIL	DATE START	HOURS	STATUS	OPTIONS
No Team Hours					

Update team information here →
If you need to change or add anything.

Team Information

Team Name *

Team XYZ Company

Team Description

We have 2 volunteers that cannot do any heavy lifting.

UPDATE TEAM

UNREGISTER TEAM

DON'T FORGET TO SAVE!
At the bottom of the page:
Save changes with 'Update Team' or
Unregister Team.

**ADD TEAM
MEMBER PAGE**

**Fill out team
leader information**
-Team Leader will
receive email
information

Let United Way
know if you plan
to attend the kick
off event.

Reserve slots for all
your volunteers.
(you will invite
them next).

**Click ‘SUBMIT
MEMBER’**

Leader Details

Member Email *

volunteer@uwvp.org

Member First Name *

Jane

Member Last Name *

Smith

Q. Will you and your team (if applicable) be attending the kickoff breakfast? *

Yes, I will be there!

Yes, my team and I will be there!

No, I am/we are unable to attend.

Reserved Slots

How many additional people will be in your team? (You can always add more later) *

SUBMIT MEMBER

Cancel

Team Information

5

1

2

3

4

5

6

7

After adding your Team Leader- you will automatically be taken to this page.

NEXT: ADD TEAM MEMBERS AKA your Volunteers for your Team

There are 2 ways to add team members:

- 1) COPY JOIN LINK and paste into a personal email. The invited persons must set up a volunteer profile to add themselves to your team.
- 2) MANUALLY ADD TEAM MEMBER yourself regardless if they have a volunteer profile or not. They will be notified by email.

A leader has been added and your team is now active.

Volunteer Opportunities > Office Organization and filing > Team Response

Thank you for your response to this need. Please fill out the form below so that we can share your interest with the agency that posted this need. They will receive an email with your contact information and will reach out to you shortly.

Team Members

5

SURRENDER A RESERVED SLOT

ADD TEAM MEMBER

+ ADD DEFAULT HOURS

EMAIL MEMBERS

COPY JOIN LINK

COPY RESUME LINK

EMAIL	FIRST	LAST	OPTIONS	LEADER
<input checked="" type="checkbox"/> volunteer@uwvp.org	Jane	Smith	<div><div></div><div></div><div></div></div>	<input checked="" type="checkbox"/>

Team Hours

USER	EMAIL	DATE START	HOURS	STATUS	OPTIONS
No Team Hours					

Team Information

Team Name *

Team XYZ Company

Team Description

We have 2 volunteers that cannot do any heavy lifting.

UPDATE TEAM

UNREGISTER TEAM

15

Adding Team Members Manually:

you will provide their
-EMAIL

-FIRST/LAST NAME

--IF THEY PLAN ON
ATTENDING THE KICK
OFF CELEBRATION

Add Team Member

Member Details

Member Email *

KSchubert@uwvp.org

Member First Name *

Katie

Member Last Name *

Schubert

Initiative Questions

Q. Will you and your team (if applicable) be attending the kickoff breakfast? *

Yes, my team and I will be there!

SUBMIT MEMBER

Cancel

INVITING A TEAM MEMBER TO SIGN UP:

A leader has been added and your team is now active.

Volunteer Opportunities > Office Organization and filing > Team Response

Thank you for your response to this need. Please fill out the form below so that we can share your interest with the agency that posted this need. They will receive an email with your contact information and will reach out to you shortly.

Team Members

5 SURRENDER A RESERVED SLOT

ADD TEAM MEMBER

+ ADD DEFAULT HOURS EMAIL MEMBERS COPY JOIN LINK COPY RESUME LINK

Table Filter

‘COPY JOIN LINK’ and paste into your own email with a personalized message asking them to Join.

- If the persons you are inviting to join your team ARE NOT REGISTERED on Volunteer Peninsula yet, they will have to SIGN UP first (See Slides 1-6) then they can proceed and signing up as part of your team.

Once you have Team Member they will show up as a team member.

End up having less members? That's ok- click SURRENDER A RESERVED SLOT to forfeit one reserved slot at a time.

EMAIL MEMBERS- you can check the box by the email addresses to send out a group or individual email.

Again, here you can **COPY JOIN LINK** to copy & paste into a personal email to members so they can add themselves.

> Volunteer Opportunities > Office Organization and filing > Team Response

Thank you for your response to this need. Please fill out the form below so that we can share your interest with the agency that posted this need. They will receive an email with your contact information and will reach out to you shortly.

Team Members

4

SURRENDER A RESERVED SLOT

ADD TEAM MEMBER

+ ADD DEFAULT HOURS

EMAIL MEMBERS

COPY JOIN LINK

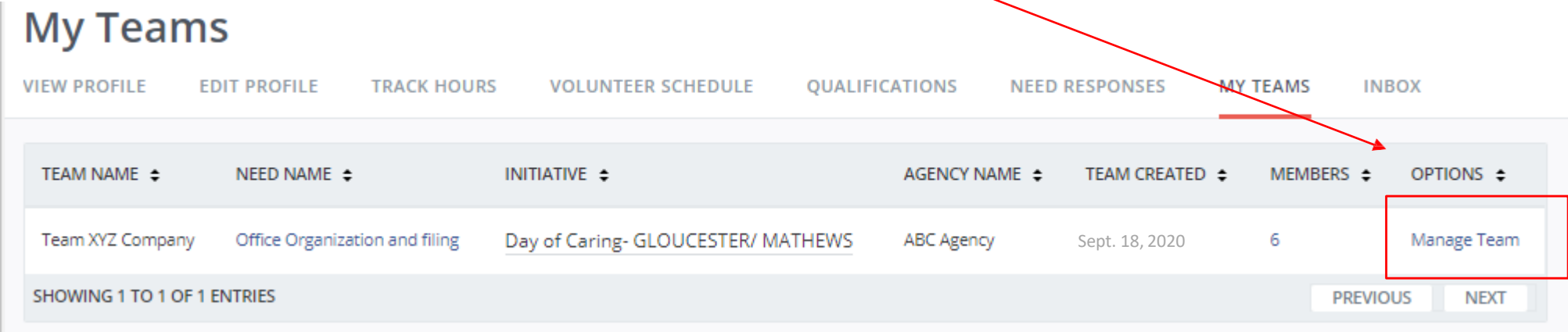
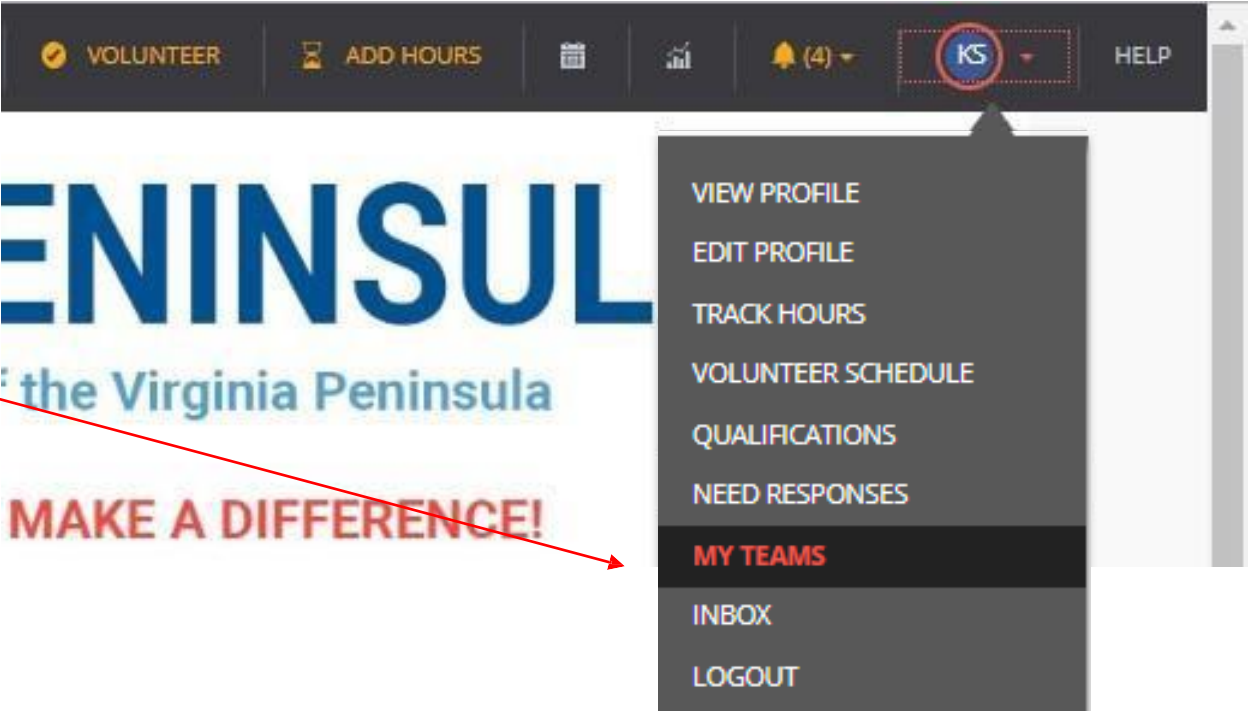
COPY RESUME LINK

EMAIL	FIRST	LAST	OPTIONS	LEADER
<input checked="" type="checkbox"/> volunteer@uwvp.org	Jane	Smith	<div><div></div><div></div><div></div></div>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> kschubert@uwvp.org	Katie	Schubert	<div><div></div><div></div><div></div></div>	<input type="checkbox"/>

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To Manage your Team:

- 1) Login to your Volunteer Peninsula account.
- 2) Use your Profile drop down menu at the top to view MY TEAMS.
- 3)Click ‘Manage Team’ and it will take you back to the same screen as page 15 where you can add members, copy link to invite team members, edit team information, or surrender spots.



Day of Caring 2023- Friday, September 15



VOLUNTEER GUIDE

This section will help Volunteers:

- Sign up for project as an **INDIVIDUAL**

From the PROJECT'S
VIEW DETAILS page

Clicking on a project will open up the details and will give you the option to **sign up as an INDIVIDUAL or a TEAM.**
Click **SIGN ME UP!** To continue to sign up as an Individual.

Volunteer Opportunities > Office Organization and filing

Office Organization and filing

Calendar icon

Sept. 18, 2020

Clock icon

9:00 am - 1:00 pm

Description

We just moved offices and have a lot to organize and put away.

We have all materials that will be needed including:

Binders

Tabs

Face-Masks for dusty books

Additional Details ?

☒ Is Not Outdoors

☒ Lunch will be provided

☒ wear closed-toe shoes

SIGN ME UP!

SIGN ME UP! AS TEAM

Volunteer Spots Remaining

8

Interests

Agency

ABC Agency

FANNED

Location

123 ABC Rd
Gloucester, VA 23061

Map error: g.co/staticmaperror

Map data ©2018

SIGN ME UP!

SIGN ME UP! AS TEAM

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Volunteer Peninsula will use your Volunteer Profile information to sign you up.

You just need to add in the 'Additional Volunteer Information' section with any restrictions, allergies, or special needs required.

Lastly, fill out your shirt size and RSVP for the Kickoff Event

Click **SUBMIT NEED RESPONSE**



[Home](#) > [Volunteer Opportunities](#) > [Office Organization and filing](#) > [Need Response](#)

Need Response

Thank you for your response to this need. Please fill out the form below so that we can share your interest with the agency that posted this need. They will receive an email with your contact information and will reach out to you shortly.

Need Information

Need Name:	Office Organization and filing
Need Date:	Sept. 18, 2020
Agency Name:	ABC Agency
Your Name:	katie schubert

Additional Volunteer Information

Notes ?

I am unable to lift heavy objects

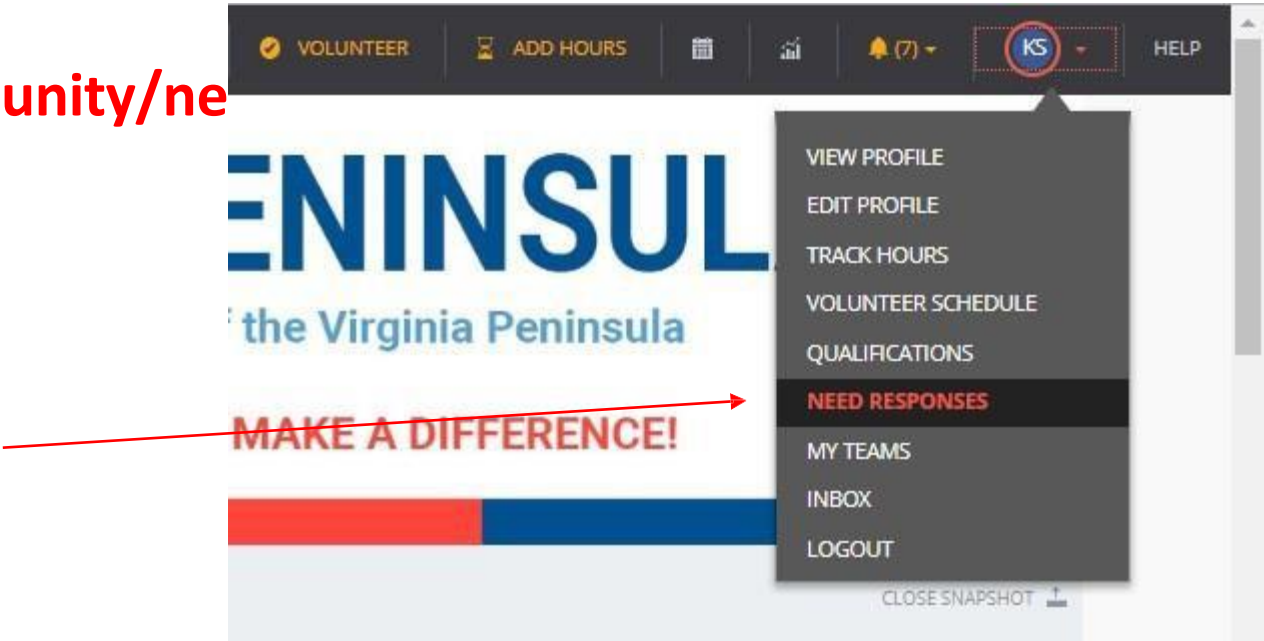
Initiative Questions ?

SUBMIT NEED RESPONSE

CANCEL

To EDIT OR CHANGE your response to a volunteer opportunity/need

- 1)Login to your account.
- 2)Use your Profile drop down menu at the top right to view NEED RESPONSES.
- 3)You can edit your shirt size, change your RSVP status, add your volunteer hours, or start a team (if slots are available).



My Responses

- VIEW PROFILE
- EDIT PROFILE
- TRACK HOURS
- VOLUNTEER SCHEDULE
- QUALIFICATIONS
- NEED RESPONSES
- MY TEAMS
- INBOX

Volunteer Responses

Table Filter

NEED NAME	AGENCY NAME	RESPONSE DATE	SHIFT BEGINS	OPTIONS
Office Organization and filing	ABC Agency	Sept. 18, 2020	Sept. 18, 2020 9am	<div>Select an action</div> <div>Select an action</div> <div>Edit</div> <div>Add Hours</div> <div>Manage Team</div>

SHOWING 1 TO 1 OF 1 ENTRIES

Day of Caring 2023- Friday, September 15

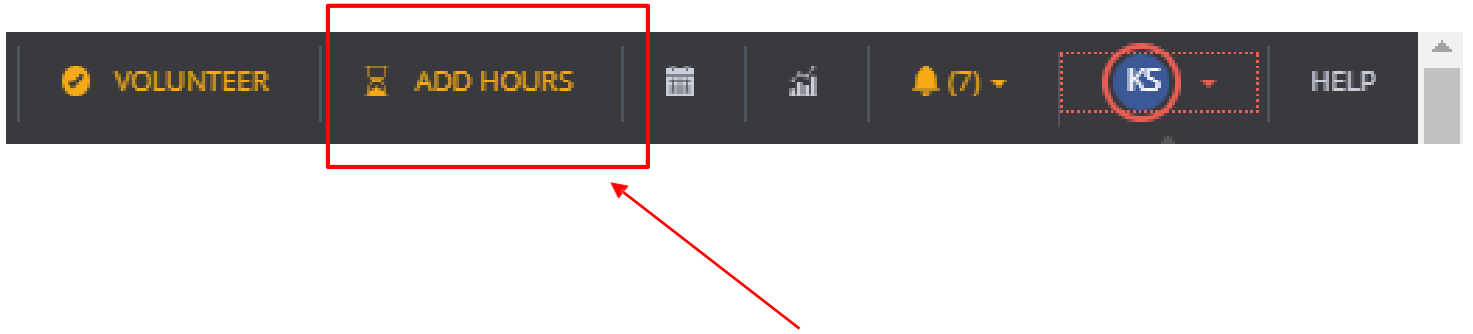


VOLUNTEER GUIDE

This section will help ALL Volunteers:

- How to log and track your volunteer hours

ADDING VOLUNTEER HOURS

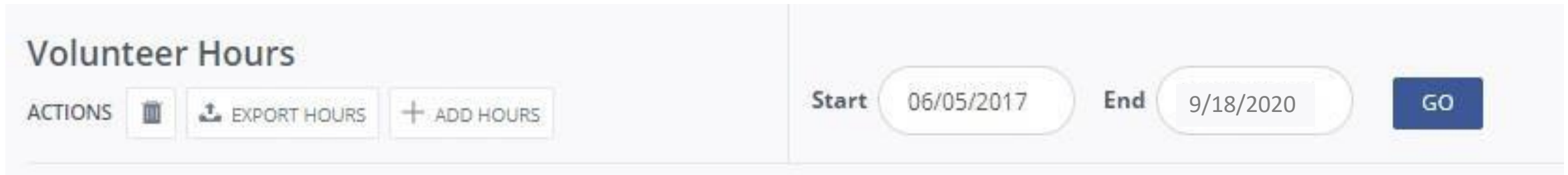


There are multiple ways to add your volunteer hours. The easiest and most direct way is to select **ADD HOURS** from the top TOOL BAR when you sign into your Volunteer Peninsula account.

Can I track volunteer hours I do outside of Volunteer Peninsula?

Volunteer Peninsula will allow you to track your volunteer hours with needs you signed up for through the website **AND** volunteer opportunities you connected with outside of the Volunteer Peninsula website.

You can also EXPORT all hours and do a search by date range.



TRACKING VOLUNTEER HOURS FROM VOLUNTEER PENINSULA

Volunteer Hours

ACTIONS

EXPORT HOURS

+ ADD HOURS

Start06/05/2017End06/05/2018GO

Table Filter

<input checked="" type="checkbox"/> DATE	DETAILS	HOURS	MILES	TYPE	STATUS
<input checked="" type="checkbox"/> Apr 16, 2018	123 lk Individual	1.10	0	GC	
TOTALS		1.1	0		

Hour Type

Are these hours in reference to a need you responded to on this site?

☒ Yes

☐ No

Need

Select a Need

SUBMIT HOUR ENTRY

Hour Details

Date Worked

*

MM/DD/YYYY

Hours Worked

*

3.5

Miles Traveled

2.2

Description

?

Brief Description

This will show you NEEDS you've signed up for that have been completed.

Select YES- to add hours for volunteer hours you did through Volunteer Peninsula

HOUR DETAILS: You can add your date, hours worked, and any mileage you drove in your personal car while volunteering.

Add a brief statement about your experience.

ADD HOURS not organized through Volunteer Peninsula

For HOUR TYPE
select NO.

Fill out Where you
volunteered, a
contact and an
email address of
the person that
can confirm your
hours.

Volunteer Hours

Hour Type

Are these hours in reference to a need you responded to on this site?

☐ Yes

☒ No

Individual Details

Where did you volunteer?

UWVP

Who can verify these hours?

Katie Schubert

What email address can be used to confirm these hours? *

kschubert@uwvp.org

Hour Details

Date Worked *

9/18/ 2020

Hours Worked *

5

Miles Traveled

0

Description ?

Had a great time stuffing bags for an upcoming event.

Fill out your HOUR DETAILS with date, hours, and mileage you drove during volunteering.

DESCRIPTION: allows you to include a brief statement about your experience.

Day of Caring 2023- Friday, September 15



VOLUNTEER GUIDE

Thank you for participating in Day of Caring 2023!

If you have any questions please email:

volunteer@uwvp.org