

Day of Caring 2018

VOLUNTEER GUIDE



Thank you for participating in this year's Day of Caring.

This year 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 2018

VOLUNTEER GUIDE



This section will help NEW Volunteers:

- Sign up for Volunteer Peninsula

**If you are an EXISTING VOLUNTEER on Volunteer Peninsula
SKIP to PAGE 7 on the NEW way to find and sign up for a project this year.**

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

Or Visit volunteer peninsula and click SIGN UP as shown below

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 2018- NEWPORT NEWS/HAMPTON

CLICK HERE

Day of Caring 2018- WILLIAMSBURG

CLICK HERE

Day of Caring 2018- GLOUCESTER

CLICK HERE


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, please email me, Katie, 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 **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 organizations you'd like to follow.
(You can always change them later)

YWCA VA Peninsula 2017

H.E.L.P., Inc.

Avalon Center

Hampton Roads Community Action Program

Agency Logo Intercept Youth Services, Inc.

ABC Agency

Youth Volunteer Corps of Hampton Roads

City of Newport News Department of Human Services

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 RSVP'D




0

NEED RESPONSES




3


ORGANIZATIONS FANNED



SIGN ME UP! TO A NEED




BROWSE ORGANIZATIONS



RSVP TO AN EVENT

Learn more about making an impact using Get Connected.

 Day of Caring 2018- NEWPORT NEWS/HAMPTON

CLICK HERE

CLOSE SNAPSHOT

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.

View your full Volunteer Resume

Day of Caring 2018

VOLUNTEER GUIDE



This section will help ALL Volunteers:

- Find a Day of Caring Project the NEW way this year
- Viewing 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.

Select your geographical area you want to participate in:

- Newport News/Hampton/Poquoson
- Gloucester/Mathews
- Williamsburg/JCC/York County

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-

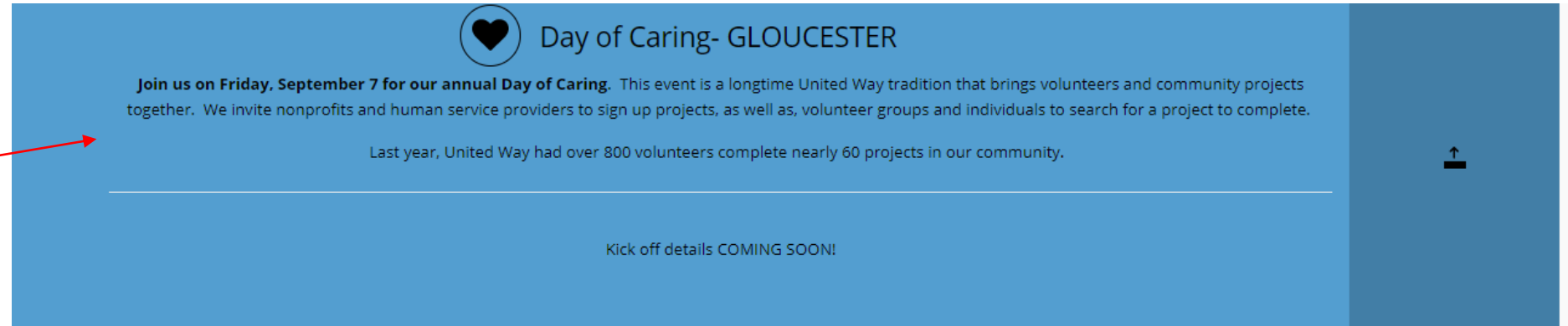
volunteer@uwvp.org

The screenshot shows the volunteer page interface. A sidebar on the left contains navigation links: DASHBOARD, VOLUNTEER OPPORTUNITIES, COMMUNITY EVENTS, ORGANIZATIONS, GIVE, ONE CITY MARATHON, and COLLAPSE MENU. The 'ORGANIZATIONS' section is highlighted with a red box and labeled (1), containing three options: DAY OF CARING-NEWPORT NEWS/HAMPTON, DAY OF CARING-WILLIAMSBURG, and DAY OF CARING-GLOUCESTER. The main content area features a header bar labeled (2) with a heart icon and the text 'Day of Caring 2018- NEWPORT NEWS/HAMPTON', with a 'CLICK HERE' link. Below this is a 'Suggested Volunteer Opportunities' section with four cards for 'Youth Sports Volunteers', 'Teen Leaders' Club Volunteers', 'Special Event Volunteers', and 'Disaster Response Volunteers'. A 'Latest Community Events' section shows an event for May 5th at 8:30am titled 'Go Over the Edge of a hotel!'. On the right, a map shows the location of the event, with a search overlay. At the bottom right, two large buttons are shown: a red one for 'Day of Caring 2018- WILLIAMSBURG' and a blue one for 'Day of Caring 2018- GLOUCESTER', both with 'CLICK HERE' links. Red arrows point from the sidebar and the top header bar to these bottom buttons.

For this example, we will use Day of Caring- Gloucester/Mathews.

The top section (different color depending on which geographic area you select) will give you details the day and kick off party.

Understanding the symbols and viewing the project



Volunteer Opportunities

Volunteer Opportunities

SORT BY

-- SELECT SORTING --

SEARCH BY

-- SELECT A FILTER --



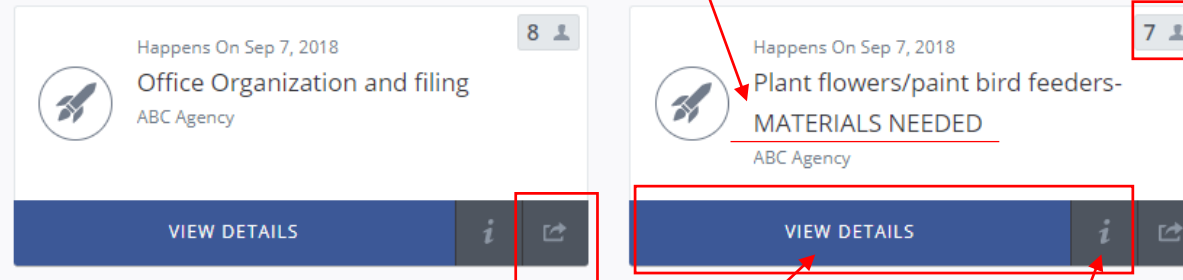
Day of Caring- GLOUCESTER

SEARCH

CANCEL

Organizations have been instructed to use **MATERIALS NEEDED** in the title to let you know if they need **volunteers to purchase materials**.

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



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.

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 displays the 'Office Organization and filing' volunteer opportunity page. At the top, the title 'Office Organization and filing' is centered, with navigation links 'Volunteer Opportunities' and 'Office Organization and filing' on the left. On the right, there are two buttons: 'SIGN ME UP!' and 'SIGN ME UP! AS TEAM'. Below the title, a calendar icon indicates the date 'Sep 7, 2018', a clock icon shows the time '9:00 am - 1:00 pm', and a section titled 'Volunteer Spots Remaining' shows '8' spots with a person icon. 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'. On the right side, there are sections for 'Interests' (a circle icon), 'Agency' (ABC Agency logo and name), and 'Location' (123 ABC Rd, Gloucester, VA 23061). A map is shown below the location, with a red pin and a blue area. At the bottom, there are two buttons: 'SIGN ME UP!' and 'SIGN ME UP! AS TEAM'. Red arrows point from text boxes to specific elements: one from the 'VIEW DETAILS SCREEN' title to the 'SIGN ME UP!' button; one from the 'Clicking on a project...' text box to the calendar icon; one from the '*Signing up as a team...' text box to the 'Lunch will be provided' checkbox; one from the 'The number of spots...' text box to the 'Volunteer Spots Remaining' section; one from the 'Click here to learn more...' text box to the 'ABC Agency' logo; and one from the 'This is the address and map...' text box to the 'Location' section.

Office Organization and filing

SIGN ME UP! SIGN ME UP! AS TEAM

Sep 7, 2018 9:00 am - 1:00 pm

Volunteer Spots Remaining

8

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

Interests

Agency

ABC Agency

FANNED

Location

123 ABC Rd
Gloucester, VA 23061

Map error: g.co/staticmaperror

Google Map data ©2018

SIGN ME UP! SIGN ME UP! AS TEAM

Day of Caring 2018

VOLUNTEER GUIDE



This section will help ALL Volunteers:

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

To sign up as an INDIVIDUAL skip to page 20

From the PROJECT'S VIEW DETAILS page

Office Organization and filing

 SIGN ME UP!

 SIGN ME UP! AS TEAM



Sep 7, 2018



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 want a
shirt and 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

Initiative Questions ⓘ

Q. What is your shirt size? (cotton unisex shirt) *

I do not need a shirt because my employer provides one for me.
Small
Medium
Large
X-Large
2XL
3XL
4XL

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) *

5

1
2
3
4
5
6
7

SUBMIT MEMBER

Cancel

Team Information

14

After adding your Team Leader- you will automatically 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.
- 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. ✕

[Home](#) > [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](#)

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

Team Hours

USER	EMAIL	DATE START	HOURS	STATUS	OPTIONS
No Team Hours					

Team Information

Team Name *

Team Description

[UPDATE TEAM](#) [UNREGISTER TEAM](#)

Adding Team Members Manually:

you will provide their
-EMAIL
-FIRST/LAST NAME
-SHIRT SIZE
-IF THEY PLAN ON
ATTENDING THE KICK
OFF BREAKFAST

Add Team Member

Member Details

Member Email *

KSchubert@uwvp.org

Member First Name *

Katie

Member Last Name *

Schubert

Initiative Questions ?

Q. What is your shirt size? (cotton unisex shirt) *

Medium

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.

Home > 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

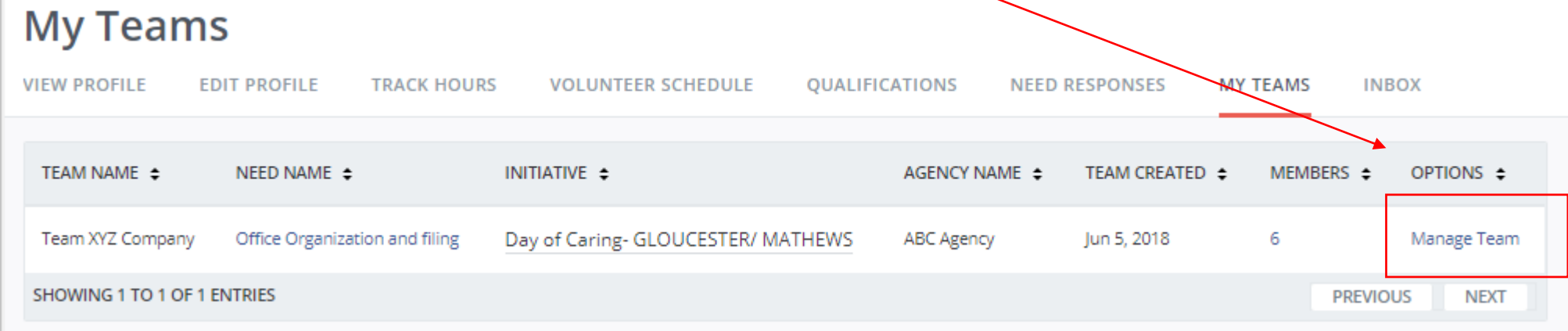
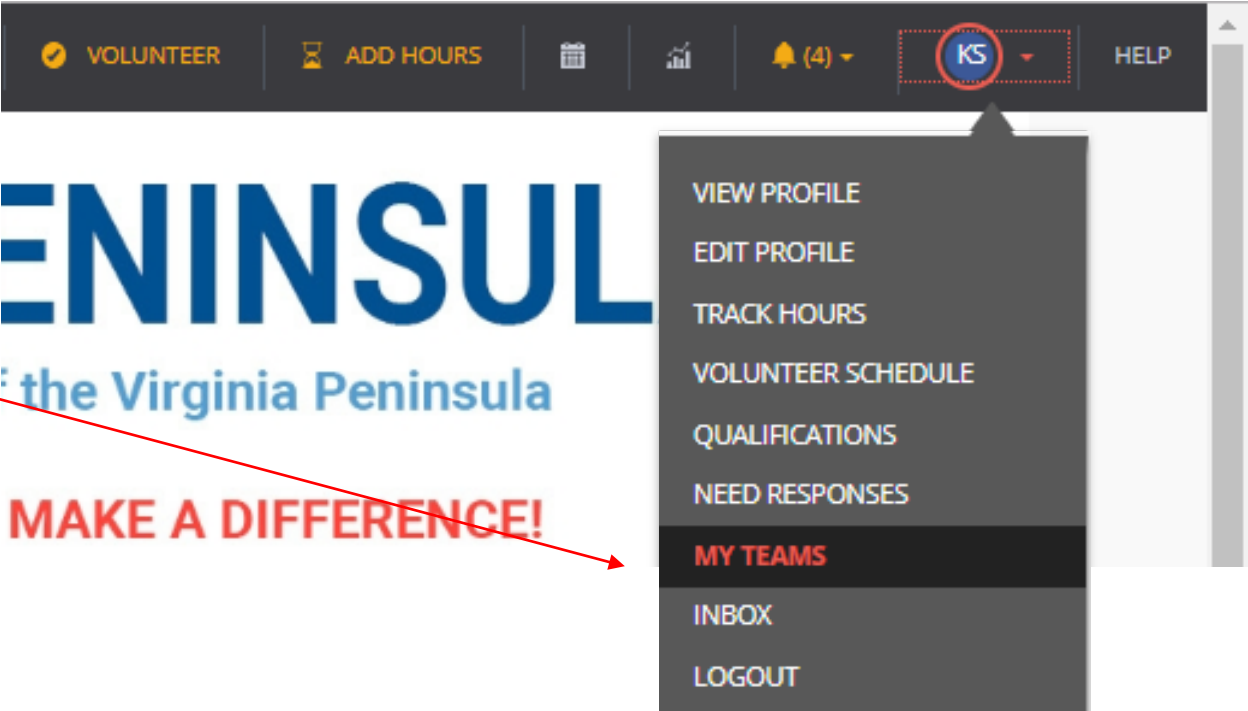
Table Filter

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"/>

18

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 2018

VOLUNTEER GUIDE



This section will help ALL 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**.

Home > Volunteer Opportunities > Office Organization and filing

Office Organization and filing

Calendar icon

Sep 7, 2018

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

Share icon

Volunteer Spots Remaining

8

Interests

Agency

ABC Agency

FANNED

Info icon

Share icon

Location

123 ABC Rd

Gloucester, VA 23061

Map error: g.co/staticmaperror

Google Map data ©2018

SIGN ME UP!

SIGN ME UP! AS TEAM

Share icon

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:	Sep 7, 2018
Agency Name:	ABC Agency
Your Name:	katie schubert

Additional Volunteer Information

Notes ?

I am unable to lift heavy objects

Initiative Questions ?

Q. What is your shirt size? (cotton unisex shirt) *

Medium

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

Yes, I will be there!

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 kick off party.

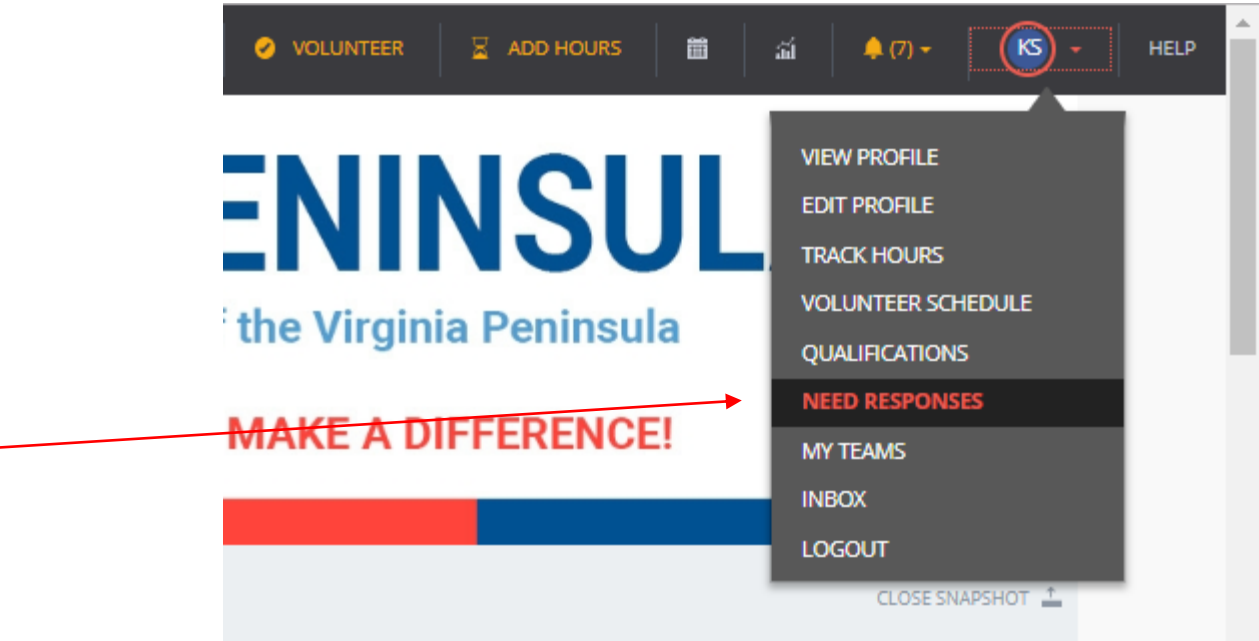
Click **SUBMIT NEED RESPONSE**

SUBMIT NEED RESPONSE

CANCEL

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

- 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	Jun 5, 2018	Sep 7, 2018 12:00am	<div>Select an action Select an action Edit Add Hours Manage Team</div>
SHOWING 1 TO 1 OF 1 ENTRIES				

Day of Caring 2018

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.

Volunteer Hours

ACTIONS

EXPORT HOURS+ ADD HOURS

Start

06/05/2017













End

06/05/2018

GO

TRACKING VOLUNTEER HOURS FROM VOLUNTEER PENINSULA

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

Volunteer Hours					
ACTIONS   EXPORT HOURS  ADD HOURS			Start 06/05/2017	End 06/05/2018	 GO
Table Filter 					
<input 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		

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


Hour Type


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

☒ Yes

☐ No

Need *



 SUBMIT HOUR ENTRY

Hour Details

Date Worked *

Hours Worked *

Miles Traveled

Description

Brief Description 

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 *

06/01/2018

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 2018

VOLUNTEER GUIDE



Thank you for signing up for this year's Day of Caring.

If you have any questions please email me directly:

Katie Schubert

volunteer@uwvp.org