



Day of Caring 2020 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 2020 VOLUNTEER GUIDE

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>

The image shows a screenshot of the Volunteer Peninsula website. At the top right, there is a navigation bar with buttons for 'RETURN TO OUR WEBSITE', 'SIGN UP', 'LOGIN', 'HELP', and 'CALENDAR'. The 'SIGN UP' button is highlighted in red. A large red arrow points upwards from a red-bordered box containing the text 'Click SIGN UP to get started' towards the 'SIGN UP' button. The main header features the 'United Way' logo on the left and the text 'VOLUNTEER PENINSULA' in large blue letters. Below this, it says 'A community service of United Way of the Virginia Peninsula' and 'GET CONNECTED. VOLUNTEER. MAKE A DIFFERENCE.' The central part of the page has a map background with a white box that says 'Get Involved, Make a Difference.' and a 'VOLUNTEER NOW' button. Below the map, there are three event banners for 'Day of Caring 2018' in Newport News/Hampton, Williamsburg, and Gloucester, each with a 'CLICK HERE' button.

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 OFF
disaster

Password (Required)

Confirm Password (Required)

Contact me in the event of a OFF
disaster

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 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.

Congratulations! You've signed up on Volunteer Peninsula.

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

The screenshot shows the Volunteer Peninsula dashboard for a user named 'katie'. At the top left is the United Way logo. The main header reads 'VOLUNTEER PENINSULA' in large blue letters, with the subtitle 'A community service of United Way of the Virginia Peninsula' below it. A red banner contains the text 'GET CONNECTED. VOLUNTEER. MAKE A DIFFERENCE!'. The dashboard includes a sidebar with navigation options: DASHBOARD, VOLUNTEER OPPORTUNITIES, COMMUNITY EVENTS, ORGANIZATIONS, and several 'DAY OF CARING' events. The main content area displays a 'Welcome back, katie!' message and a 'volunteer snapshot' for April 23, 2018. A dark modal window is overlaid on the dashboard with the heading 'Hey katie! Welcome to Get Connected.' and the text 'This is your snapshot. There's not much to look at now. Use the links below to get started.' The modal contains three buttons: 'SIGN ME UP! TO A NEED', 'BROWSE ORGANIZATIONS', and 'RSVP TO AN EVENT'. Below the modal, a banner for 'Day of Caring 2018- NEWPORT NEWS/HAMPTON' is visible with a 'CLICK HERE' link.



Day of Caring 2020 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.

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 a volunteer website interface. On the left is a navigation sidebar with a red box labeled (1) around the 'ORGANIZATIONS' section, which lists 'DAY OF CARING-NEWPORT NEWS/HAMPTON', 'DAY OF CARING-WILLIAMSBURG', and 'DAY OF CARING-GLOUCESTER'. A red box labeled (2) is around the 'DASHBOARD' link. The main content area has a top orange banner with a heart icon and the text 'Day of Caring 2018- NEWPORT NEWS/HAMPTON' and a 'CLICK HERE' button. 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 on '05 MAY 8:30am' titled 'Go Over the Edge of a hotel!'. On the right, a map shows a search overlay with the text 'Search for more opportunities' and a 'Need' dropdown. At the bottom right, a red box highlights two buttons: 'Day of Caring 2018- WILLIAMSBURG' and 'Day of Caring 2018- GLOUCESTER', both with 'CLICK HERE' text. Red arrows point from the (1) and (2) boxes to the highlighted buttons.

Understanding the symbols and viewing the project

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 (if your area has a kickoff breakfast).

Day of Caring- GLOUCESTER

Join us on Friday, September 18 for our annual Day of Caring. This event is a longtime United Way tradition that brings volunteers and community projects together. We invite nonprofits and human service providers to sign up projects, as well as, volunteer groups and individuals to search for a project to complete.

Last year, United Way had over 800 volunteers complete nearly 60 projects in our community.

Kick off details COMING SOON!

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 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 in this geographic area.

Project 1: Happens On Sept. 18, 2020, 8 people. Office Organization and filing, ABC Agency. Includes 'VIEW DETAILS', info, and share icons.

Project 2: Happens On Sept. 18, 2020, 7 people. Plant flowers/paint bird feeders- MATERIALS NEEDED, ABC Agency. Includes 'VIEW DETAILS', info, and share icons.

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)**

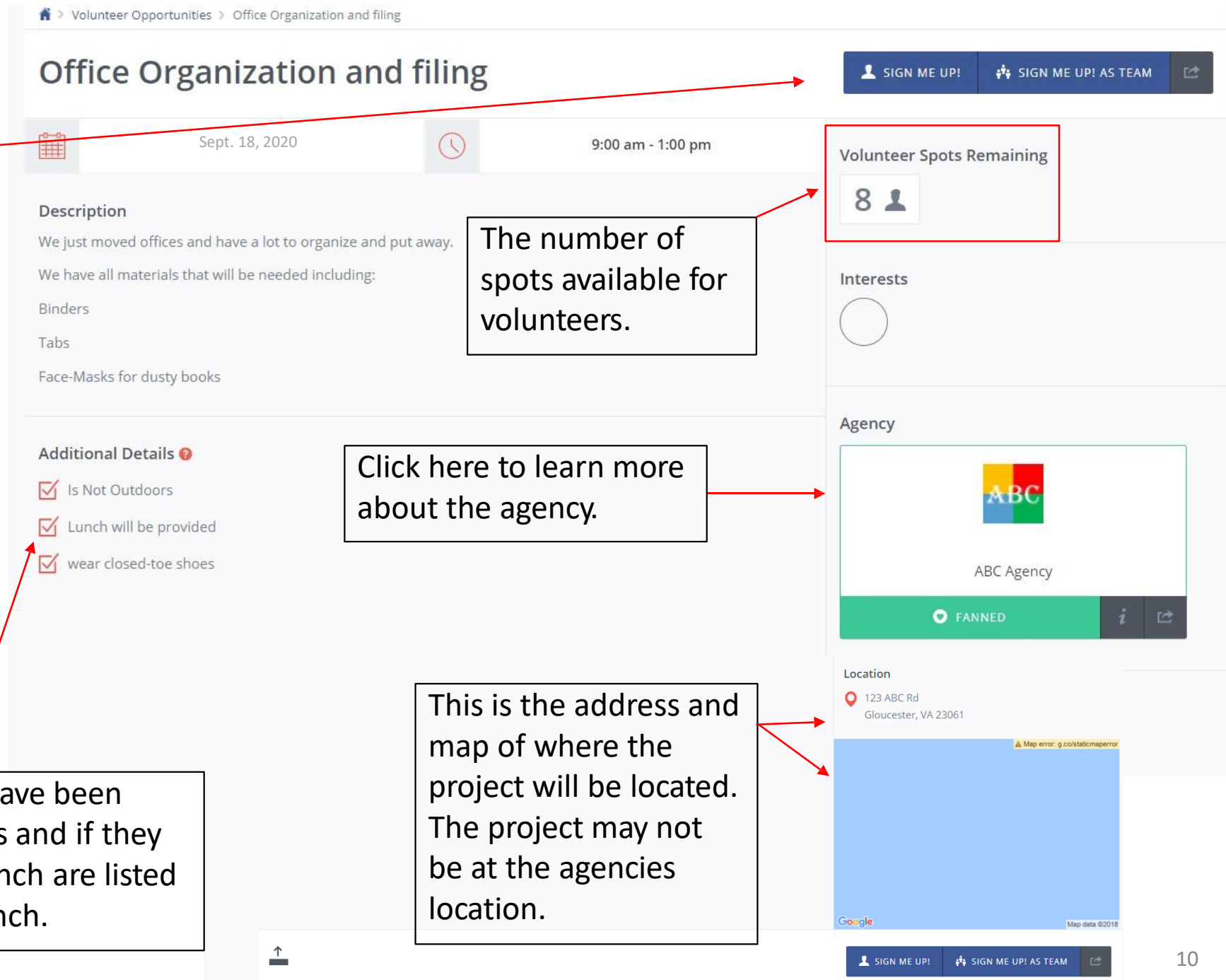
*Signing up as a team allows you to submit how many volunteers you're expecting which will lower the # of Volunteer Spots Remaining. You can edit your team # afterwards if needed.

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 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 2020 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.

GET CONNECTED. VOLUNTEER. MAKE A DIFFERENCE!

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 Information

Team Name *

Team XYZ Company

Team Description

We have 2 volunteers that cannot do any heavy lifting.

CREATE TEAM

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

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

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

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

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.

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

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 kickoff event.

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

Click **'SUBMIT MEMBER'**

Leader Details

Member Email *

Member First Name *

Member Last Name *

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) *

1
2
3
4
5
6
7

SUBMIT MEMBER Cancel

Team Information

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. ✕

[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
--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 ?

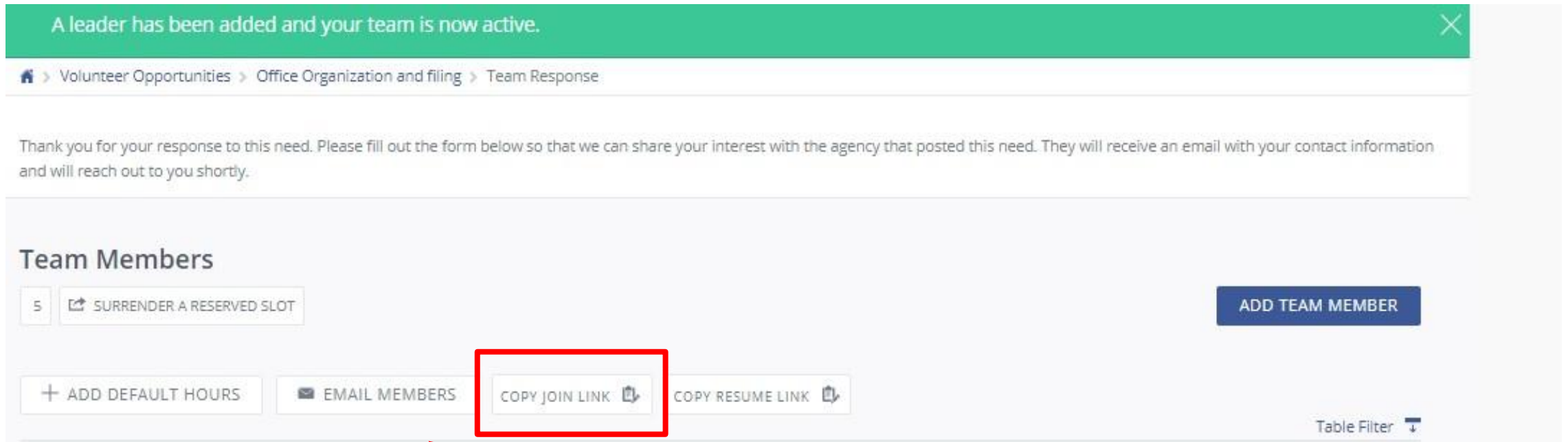
Q. Will you and your team (if applicable) be attending the kickoff breakfast? *

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

The screenshot shows a user interface for managing a team. At the top, a green notification bar states "A leader has been added and your team is now active." Below this is a breadcrumb trail: "Volunteer Opportunities > Office Organization and filing > Team Response". A thank-you message follows, explaining that the user's interest will be shared with the agency. The main section is titled "Team Members" and contains several buttons: "5 SURRENDER A RESERVED SLOT", "ADD TEAM MEMBER", "+ ADD DEFAULT HOURS", "EMAIL MEMBERS", "COPY JOIN LINK", and "COPY RESUME LINK". The "COPY JOIN LINK" button is highlighted with a red box, and a red arrow points from this box to the text below. A "Table Filter" dropdown is visible in the bottom right corner.

'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.

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

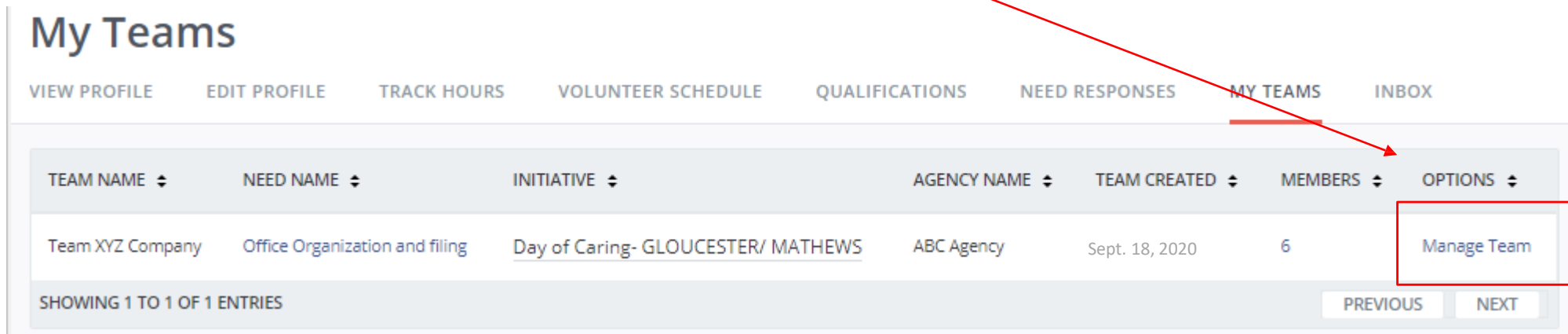
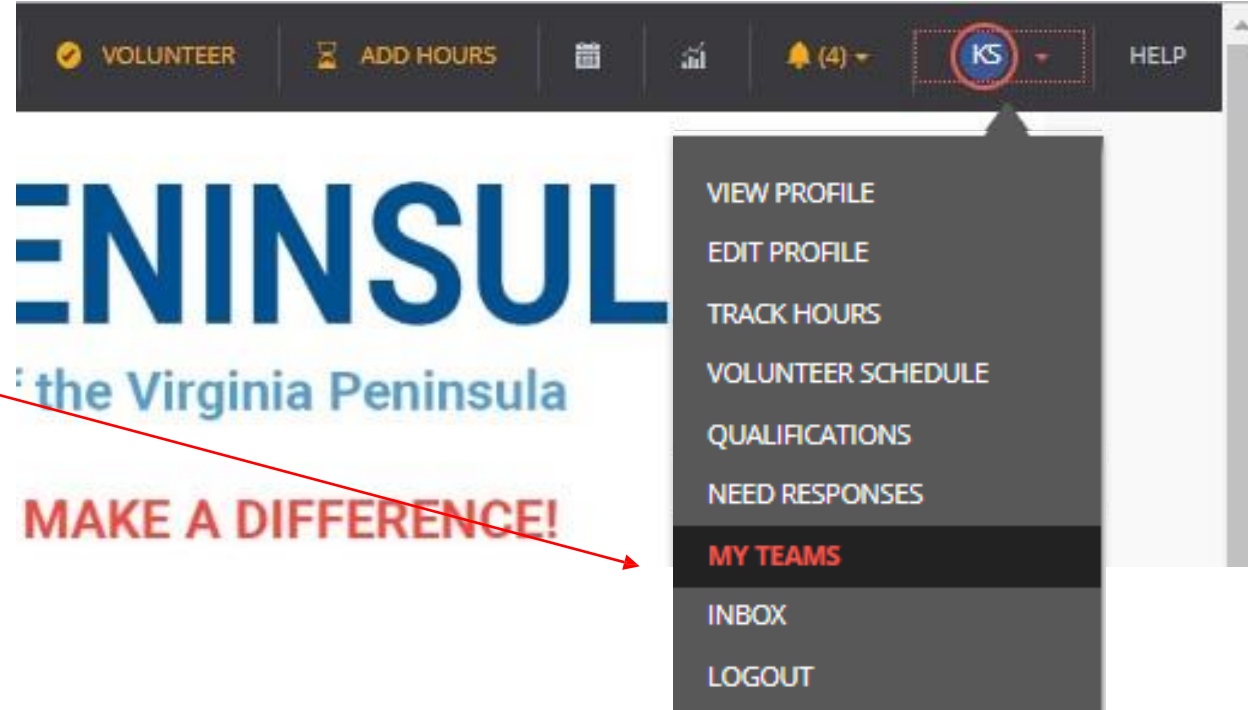
4 [SURRENDER A RESERVED SLOT](#) [ADD TEAM MEMBER](#)

[+ ADD DEFAULT HOURS](#) [EMAIL MEMBERS](#) [COPY JOIN LINK](#) [COPY RESUME LINK](#) [Table Filter](#)

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

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 2020 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.

The screenshot shows a volunteer project page titled "Office Organization and filing". At the top, there are navigation links for "Volunteer Opportunities" and "Office Organization and filing". The main title "Office Organization and filing" is prominently displayed. Below the title, there are two buttons: "SIGN ME UP!" and "SIGN ME UP! AS TEAM". A red arrow points from the "SIGN ME UP!" button to a red-bordered box on the right side of the page. This box contains the text "Volunteer Spots Remaining" and a large number "8" next to a person icon. Below this box, there are sections for "Interests" (with a circular icon), "Agency" (with the ABC Agency logo and a "FANNED" button), and "Location" (with the address "123 ABC Rd, Gloucester, VA 23061" and a map placeholder). At the bottom of the page, there are two more "SIGN ME UP!" buttons. The page also includes a date "Sept. 18, 2020" and a time "9:00 am - 1:00 pm". The description section states: "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: "Is Not Outdoors", "Lunch will be provided", and "wear closed-toe shoes".

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 ?

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

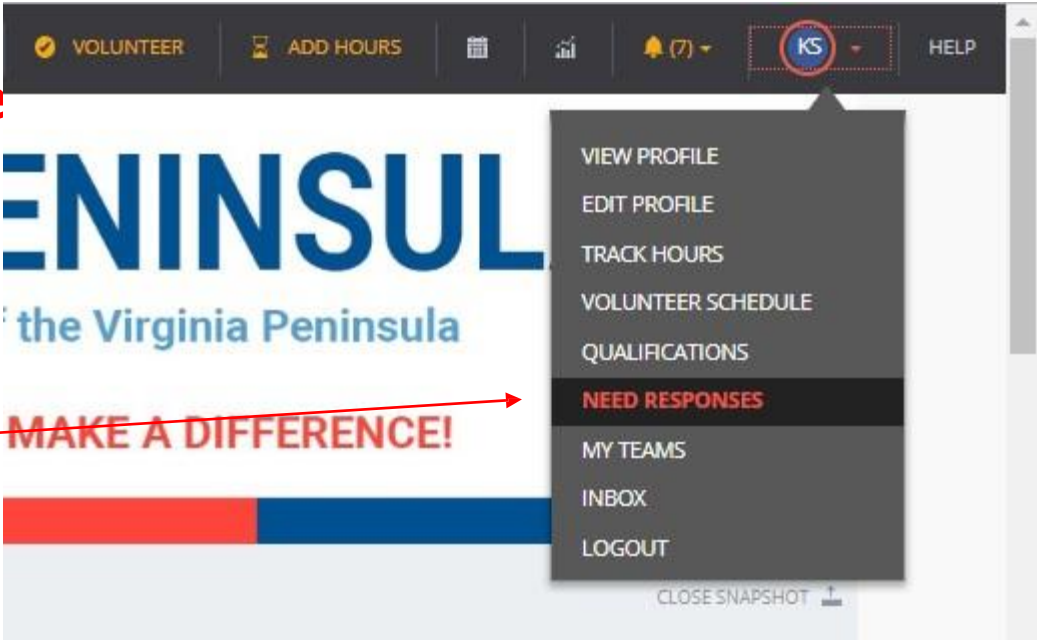
CANCEL

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

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

NEED NAME	AGENCY NAME	RESPONSE DATE	SHIFT BEGINS	OPTIONS
Office Organization and filing	ABC Agency	Sept. 18, 2020	Sept. 18, 2020 9am	

SHOWING 1 TO 1 OF 1 ENTRIES

Select an action

Select an action

Edit

Add Hours

Manage Team

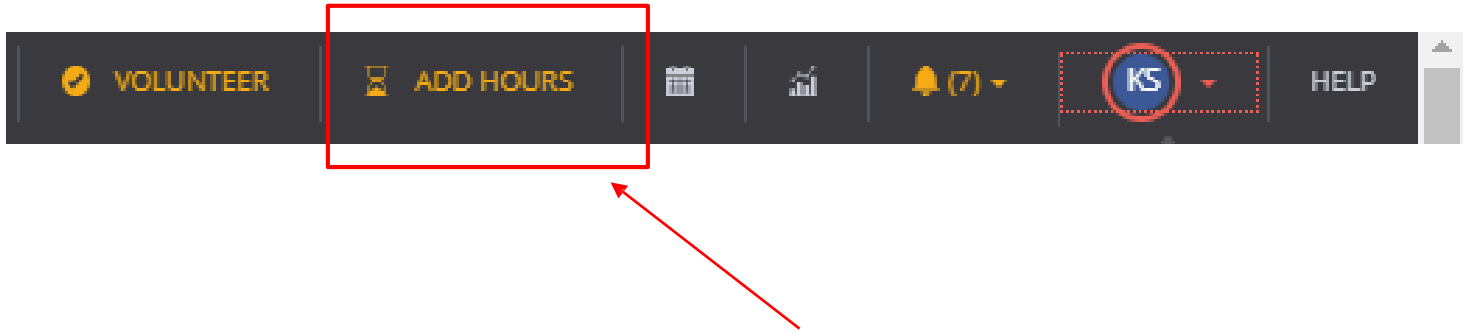


Day of Caring 2020 VOLUNTEER GUIDE

This section will help ALL Volunteers:

- How to log and track your volunteer hours

ADDING VOLUNTEER HOURS

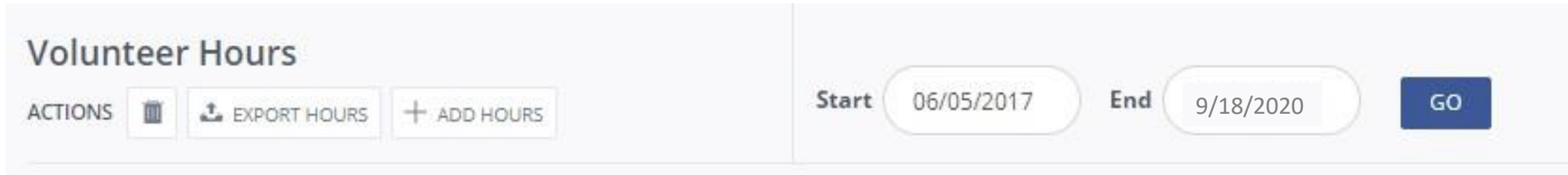


There are multiple ways to add your volunteer hours. The easiest and most direct way is to select **ADD HOURS** from the top TOOL BAR when you sign into your Volunteer Peninsula account.

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

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

The screenshot shows the 'Volunteer Hours' interface. At the top, there are filters for 'Start' (06/05/2017) and 'End' (06/05/2018) with a 'GO' button. Below the filters are buttons for 'ACTIONS', 'EXPORT HOURS', and '+ ADD HOURS'. A table displays the following data:

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

The 'Hour Type' section asks 'Are these hours in reference to a need you responded to on this site?' with radio buttons for 'Yes' (selected) and 'No'. Below it is a 'Need' dropdown menu with the text 'Select a Need' and a 'SUBMIT HOUR ENTRY' button. The 'Hour Details' section, highlighted with a red box, contains three input fields: 'Date Worked *' (MM/DD/YYYY), 'Hours Worked *' (3.5), and 'Miles Traveled' (2.2).

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

The 'Description' section features a text area labeled 'Brief Description' with a red question mark icon to its right.

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

Hour Details

Date Worked *

Hours Worked *

Miles Traveled

Individual Details

Where did you volunteer?

Who can verify these hours?

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

Description ?

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 2020 VOLUNTEER GUIDE

Thank you for participating in Day of Caring 2020!

If you have any questions please email me directly:

Katie Schubert

volunteer@uwvp.org