

A step-by-step guide to successfully set up your Do More 24 Racine volunteer projects.

Things to Consider When Planning a Volunteer Project

- Your organization’s staff capacity and organizational needs
- Appropriateness of work for volunteers
- The realistic number of volunteers you need to complete the project
- Any special skills, talents, abilities that volunteers may need
- What would you want to know as a volunteer?

To be included in the list of Do More 24 Racine volunteer opportunities in United Way’s marketing materials, the project must take place on May 16-17, 2019, and must be set up according to the instructions provided below. Contact Alberto Huerta (ahuerta@unitedwayracine.org or 262-898-2243) for assistance.

Setting Up Opportunities

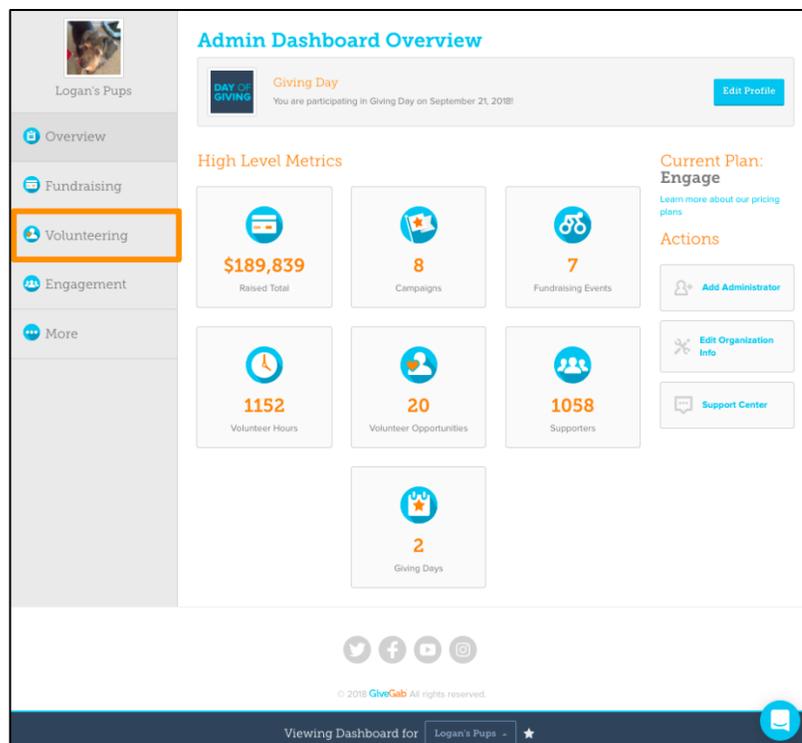
Step 1: Visit

www.domore24racine.org

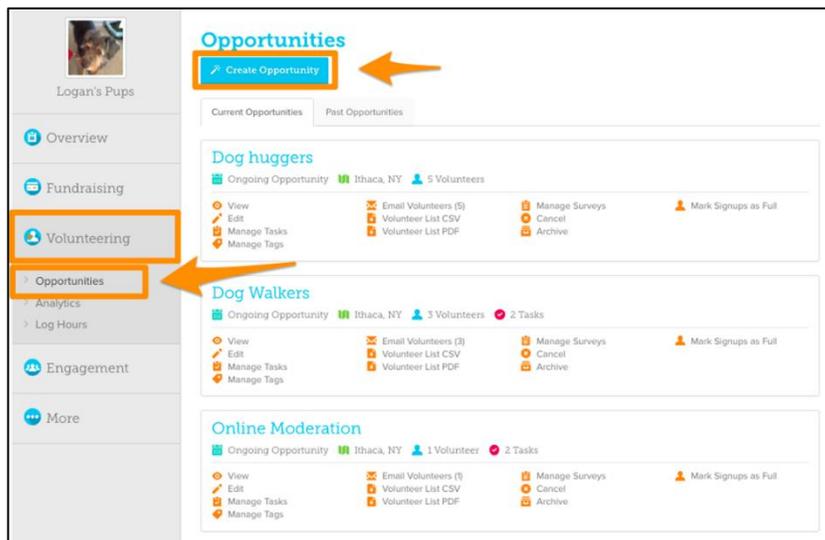
When you get to the home page, you’ll click the “Menu” button, then select the “Log In” button. Here, you’ll log in using the credentials associated with your GiveGab account.



Step 2: Once you’ve logged in, you’ll arrive right at your admin dashboard for your organization! On the left-hand side of the dashboard, you’ll notice the “Volunteering” tab. This will be your hub for all things volunteering for Do More 24, so go ahead and click that tab.



Step 3: Once you've clicked the 'Volunteering' tab, you'll notice a dropdown of various volunteering resources. To create or edit any kind of volunteer opportunity, click the "Opportunities" tab. If you haven't created any volunteer opportunities yet, a blue button that says "Create Opportunity" will appear on your screen. Go ahead and click that button.



Step 4:

- **Name field:** Give your opportunity a name.
- **Description field:** Include a detailed description of your opportunity, giving specific details about:
 - What the project activities are.
 - **A sentence that states the total number of volunteers needed.** The total should be a sum of the number needed for each task.
 - Any specific skills or abilities that volunteers need to be successful.
 - Any tools/materials that volunteers need to bring and/or note the tools/materials that will be provided.
 - Volunteer attire.
 - Weather contingency information.
- **Image:** Include a picture to make your opportunity appealing and eye-catching for your supporters. This will default to your logo if you don't upload an image.
- **Date:** Enter date/time information. Volunteer opportunities that take place on May 16-17 will be more heavily marketed in United Way's Do More 24 marketing.
- **Application process:** Enter text that says Select from tasks below.
- **Family friendly:** You can choose whether to check this box. If you do, you can add additional information in the *application process* field.
- **Contact information:** This info is included in the confirmation email volunteers receive when they sign up for your opportunity. The contact should be the person who will be present at your volunteer opportunity.
- **Location information:** Where the volunteer project will take place.

Create a Volunteer Opportunity

for Logan's Pups

Overview

Name

Tip: Give your event an exciting, descriptive name to attract more volunteers! e.g. "Daily Dog Walking" is better than "Necessary Animal Exercise."

Description

Tip: Describe the opportunity in more detail here — what will the volunteers be expected to do? What will the experience be like?

Image



Tip: Adding an image ensures that your opportunity stands out and helps to give some context as to what the opportunity is about! This image will be shown on search results and on the opportunity's page. Image should be 5MB max and a JPG, JPEG or PNG file type. Recommended dimensions: 800x600.

Select Image Remove

Date

Ongoing Opportunity
 One Time
 Date Range

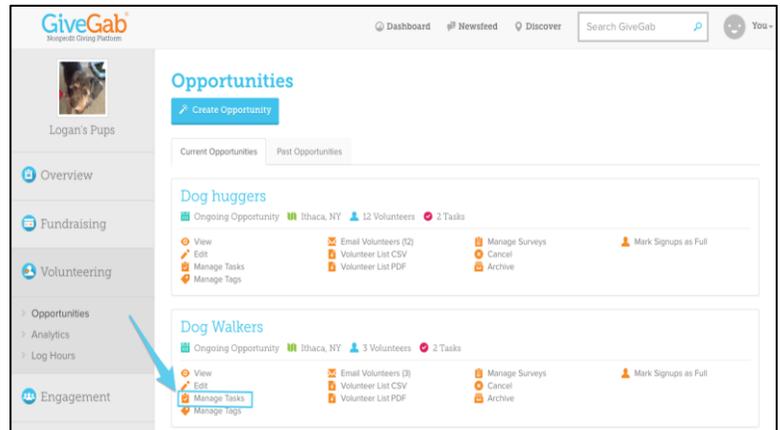
Setting Up Tasks

Now that you've created your amazing new volunteer opportunity, you need to create tasks. You should set up a separate task for each unique job that is part of your opportunity. If everyone will be doing the same activity for one shift (for example, 10 people building boxes and sorting food from 9-11), you can set up just one task. If you would like to have multiple shifts and/or separate jobs (for example, 5 people building boxes from 9-11, 5 people sorting food from 1-3), you will set up separate tasks.

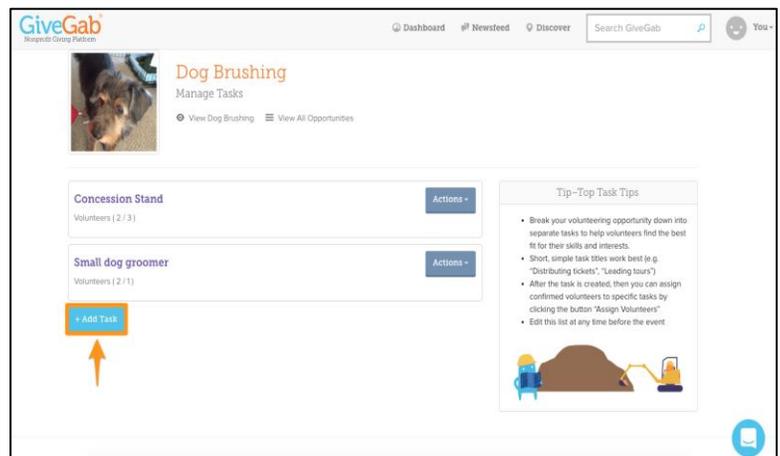
Setting up tasks helps with:

- Counting and tracking volunteer spots (How many are open/filled?)
- Finding the most qualified volunteers (People will know exactly what they're signing up to do.)

Step 1: Once you've navigated back to your opportunities page, you'll want to click on the "Manage Tasks" button on the Volunteer Opportunity to which you'd like to add specific tasks.



Step 2: From the "Manage Tasks" screen, click on the blue "+ Add Task" button to be prompted with a new shift.



Step 3: Here you'll be able to really customize that task. Customize by:

- A. Adding a title to task
- B. Adding start time
- C. Adding end time
- D. Indicating the number of volunteers needed
- E. Adding a description of the task
 - **Please include a sentence that states the number of volunteers needed in addition to filling in the number field. (A total of XX volunteers are needed for this project.)**

Once you've customized your task, just click "Save" and your task will be completed. You can always edit the information in tasks.

The screenshot shows a task creation form with the following fields and annotations:

- A:** Name field containing "Dog Walkers".
- B:** Start Date/Time field containing "7/12/2018 12:00 am".
- C:** End Date/Time field containing "7/13/2018 12:00 am".
- D:** Number of Volunteers Needed field containing "3".
- E:** Description field containing "Sometimes the dogs get a little riled and need to be taken for a walk!".

At the bottom right, there are "Cancel" and "Save" buttons. An arrow points to the "Save" button.

Step 4:

Once you've posted all of the individual tasks for your volunteer opportunity, you have a few options to manage each task:

- You can assign confirmed volunteers to specific tasks.
- You can send an email to volunteers participating in a specific task. For example, if your outdoor opportunity now has a threat of rain, perhaps you want to encourage everyone to bring a rain jacket and boots
- You also have the ability to edit, copy, or delete the task after its been created

The screenshot shows the "Setting Up and Managing Tasks" interface on the GiveGab website. The main heading is "DO MORE 24 Setting Up and Managing Tasks". The interface includes a navigation bar with "Dashboard", "Newstead", and "GiveGab" logo. A search bar and user profile are also visible.

The main content area shows a "Dog Brushing" task with a "Manage Tasks" button. Below this, there is a list of tasks:

- Dog Walkers:** Volunteers (0 / 3) with an "Actions" button.
- Concession Stand:** Volunteers (2 / 3) with an "Actions" button.
- Small dog groomer:** Volunteers (2 / 1) with an "Actions" button.

A "+ Add Task" button is located at the bottom left of the task list. On the right side, there is a "Tip-Top Task Tips" section with a list of tips and an illustration of a dog and a person.