

Instructions for Volunteer Groups

Step 1: Identify a Group Leader

- 1) Go to HandsOnMWV.org and click on "Volunteer." (If you are already a registered volunteer, log-in and skip to step #2).
- 2) Create profile and click "Create Account."

Step 2: Register Volunteer Group (this should be done by the Group Leader)

Note: If you already have a registered Volunteer Group, please just update and verify information mentioned in parts 3 – 5 of this step. When everything is updated, email Khela Singer-Adams (ksinger-adams@unitedwaymwv.org) to notify her that your group will be participating again and your information is correct.

- 1) Click on "Groups" in the left-hand menu.
- 2) Click on "New Volunteer Group" in the upper right hand corner.
- 3) Fill out the Volunteer Group profile, with the following considerations for specific fields:
 - a. *Notes: **VERY IMPORTANT*** Please put "Days of Caring," provide the city you would like your project to be located in, and then list any equipment or supplies your group may have available for use during the project (paint, painting, shovels, tools, truck, etc.).
 - b. *Skills:* not required unless your group has a skill you want to utilize in your volunteer opportunity.
 - c. *Group Availability:* Please fill this out specifically for the week starting Monday, September 6th. We will use this to match you with an opportunity for Days of Caring. (Note: You can go back in to change this after Days of Caring if your group decides to continue volunteering together).
- 4) Click "continue" when the profile is complete.
- 5) Using the "Quick Add Member" box, add all of your group members. Make sure to remember your username and password because you can go in later and add/delete group members. Include an email address for all volunteers if possible.
- 6) After all of your members are added click "Create Group."

Step 3: Register for Days of Caring Group Leader Orientation (this should be done by the Group Leader)

Visit HandsOnMWV.org to register for one of three Group Leader Orientations during the week of August 17th. It is required that each Volunteer Group send one representative through this orientation, ideally this will be the Group Leader. Click on the programs tab and the Days of Caring page to register.

Step 4: Download Forms and Return Forms

Visit HandsOnMWV.org to download the following form:

- 1) Volunteer Releases (one per volunteer) **DUE AUGUST 31st**

Step 5: Pick-A-Project

- 1) Projects will be live on our website **July 12nd**.
- 2) You will then express interest for your 1st, 2nd, and 3rd choice of project based on your availability and interests **DUE July 26th**. Please indicate your 1st, 2nd, and 3rd choices in the comments section of the volunteer posting. If you would like to do multiple projects, please indicate that in the comments section.
- 3) We will notify you of your project match by **August 6th**.

United Way Mid-Willamette Valley
Address: 455 Bliiler Ave. NE Salem, Oregon 97301
Fax: 503-581-2730

What happens now? Khela Singer-Adams will contact you after you create a Volunteer Group with additional information and your project match. If you have any questions, please contact Khela Singer-Adams at 1-877-372-4141 or ksinger-adams@unitedwaymwv.org.

Another Project
Mobilized By:



Hands On
MID-WILLAMETTE VALLEY