



Giveeffect Volunteer Handbook

*Guide for Volunteer
Accounts in Giveeffect*


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Giveffect Volunteer Application

[CLICK HERE TO ACCESS THE VOLUNTEER APPLICATION](#)

Please note that this works best on a desktop or laptop. Begin by filling out your personal information. All fields with a red asterisk (*) are required. Once you are done, please select the blue Next button at the bottom. *Please note: each individual planning to volunteer must complete the volunteer application and create a Giveffect account (including minors volunteering with their parents).*

First Name *	<input type="text"/>	
Last Name *	<input type="text"/>	
Country *	USA ▼	
Street *	<input type="text"/>	
	<input type="text"/>	
City *	<input type="text"/>	
State / Province *	▼	
Zip / Postal Code *	<input type="text"/>	
<input checked="" type="checkbox"/> Send me lettermail updates & newsletters		
Phone *	<input type="text"/>	Home ▼
Email	<input type="text"/>	Personal ▼
<input checked="" type="checkbox"/> Send me email updates & newsletters		
I am not a Robot *	<input type="text" value="Enter the image value"/>	 ↻
Verify that you are a human. Type the text from the image.		

Date of Birth

Next we'll ask you to enter your date of birth – we do require this. Due to restrictions with minors, we are required to ask for the full date of birth.

Details of Your Experience & Additional Information

The next few fields are **mostly optional** and simply help us understand your skills and interests. Only fields with a red asterisk are required. You can choose to enter optional details or click the blue Next at the bottom.

Emergency Contact

Next we need the details of who to contact in the event of an emergency.

Emergency Contact.

In the event of an emergency, whom should we notify.

First Name *

Last Name *

Relationship *

Phone *

Home

Email

Personal

Volunteer Agreement and Waiver

Before completing your registration, we require all volunteers to read and accept our volunteer waiver. Please note that some information has been updated to reflect COVID-19 guidelines.

You do not have to try to fill in the blanks on this page, that information will be pulled directly from the fields you have already completed. ***Once you have read the form, please check the box at the bottom before “I agree with the terms and conditions”.***

☐ I agree with the terms and conditions

Create a Giveffect Account

Finally, you will need to create a Giveffect account.

IF YOU HAD A CERVIS ACCOUNT – You will still need to create an account in Giveffect, **please use the same email address you previously used for your CERVIS account**. This allows us to connect your volunteering history from CERVIS with your new account in Giveffect. If you need help determining which email address you used, contact volunteer@durhamhabitat.org.

NEW ACCOUNT – If you did not have an account through CERVIS, please create a new volunteer profile account using your email address and create a new password. OR you can use an existing Facebook account to complete your profile credentials.

Create a new account with email and password. Click Finish to complete.

Name *

Email *

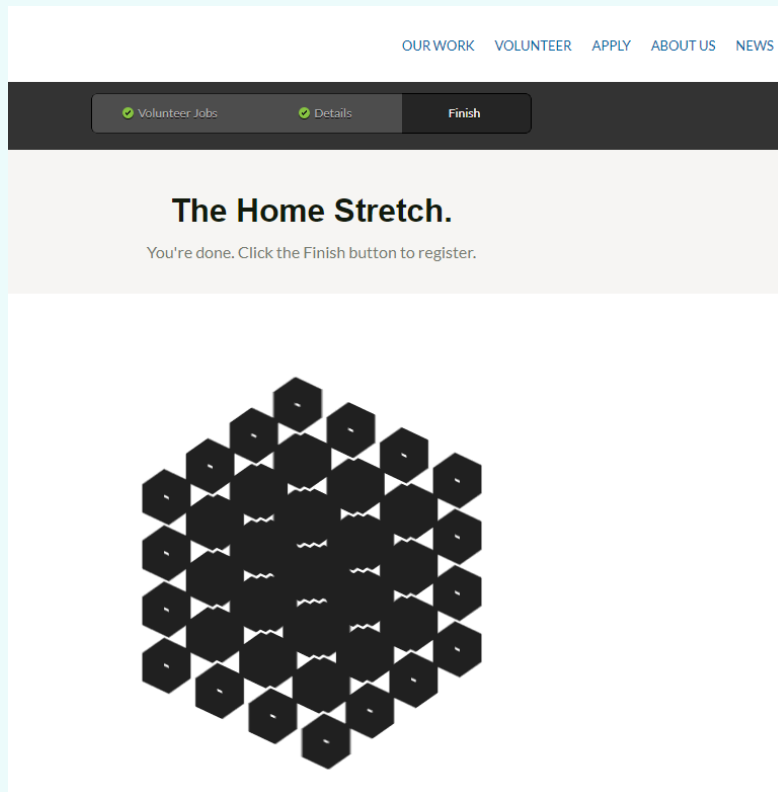
Password *

Re-type password *

[I have an existing account. Click here to login.](#)

Completed Form

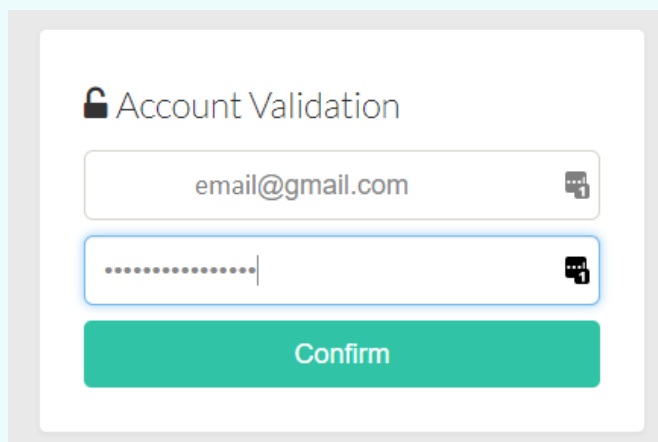
After you have entered your information, select **Next** and it will bring you to the finalization page (pictured below). You will need to select the **Finish** button at the bottom of the screen to complete your form and account.



The screenshot shows a web interface for account finalization. At the top, there is a navigation bar with links: OUR WORK, VOLUNTEER, APPLY, ABOUT US, and NEWS. Below this is a dark grey bar with three buttons: 'Volunteer Jobs' (with a green checkmark), 'Details' (with a green checkmark), and 'Finish'. The main content area has a light beige background with the heading 'The Home Stretch.' and the text 'You're done. Click the Finish button to register.' Below this is a large graphic consisting of a cluster of black hexagons arranged in a circular pattern.

Validate Your Account

After you have submitted the form. Please check your listed email address for a communication on validating your account.



The screenshot shows a form titled 'Account Validation' with a lock icon. It contains two input fields: the first is for an email address, showing 'email@gmail.com', and the second is for a password, represented by a series of dots. Both fields have a small icon on the right side. Below the input fields is a green button labeled 'Confirm'.

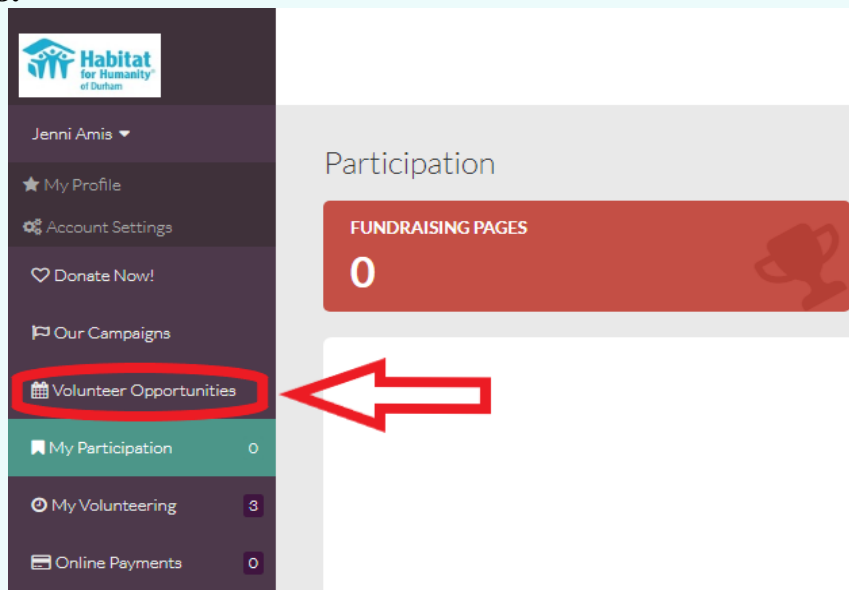
Signing Up for Volunteer Shifts

Once you have validated your account, it is time to sign up for some volunteer shifts.

If you are returning to Giveeffect, you can log into your account here:

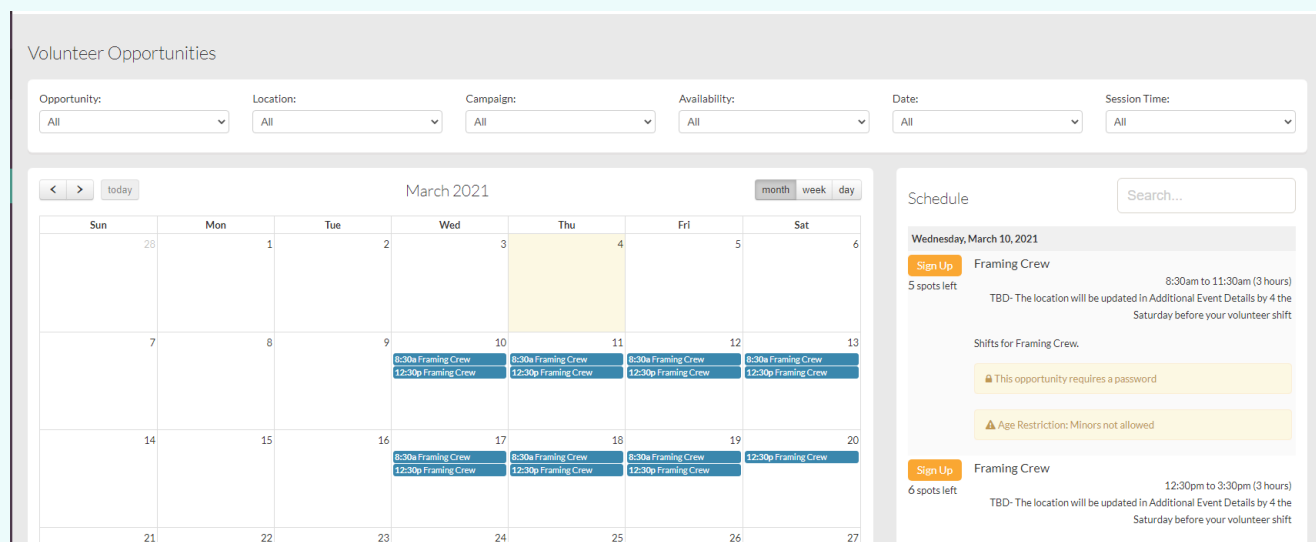
<http://give.durhamhabitat.org/signin>

Once you have logged in, on the menu bar on the left side of the screen, select **Volunteer Opportunities**.

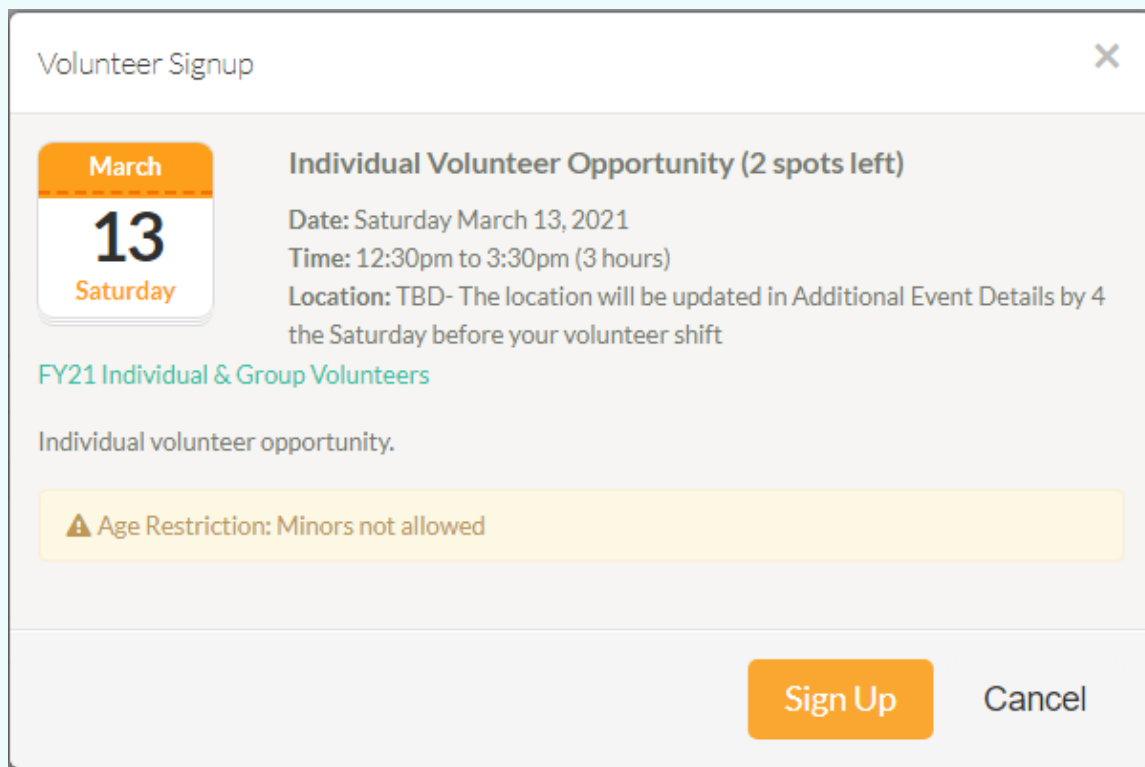


Under the **Volunteer Opportunities** tab, you will see a calendar with all available volunteer shifts listed.

Some of these shifts are password protected for specific volunteer groups. If you have not been given the password for your team, please reach out to your team leader. If you are not part of a team, please look for shifts that are not restricted by a password.



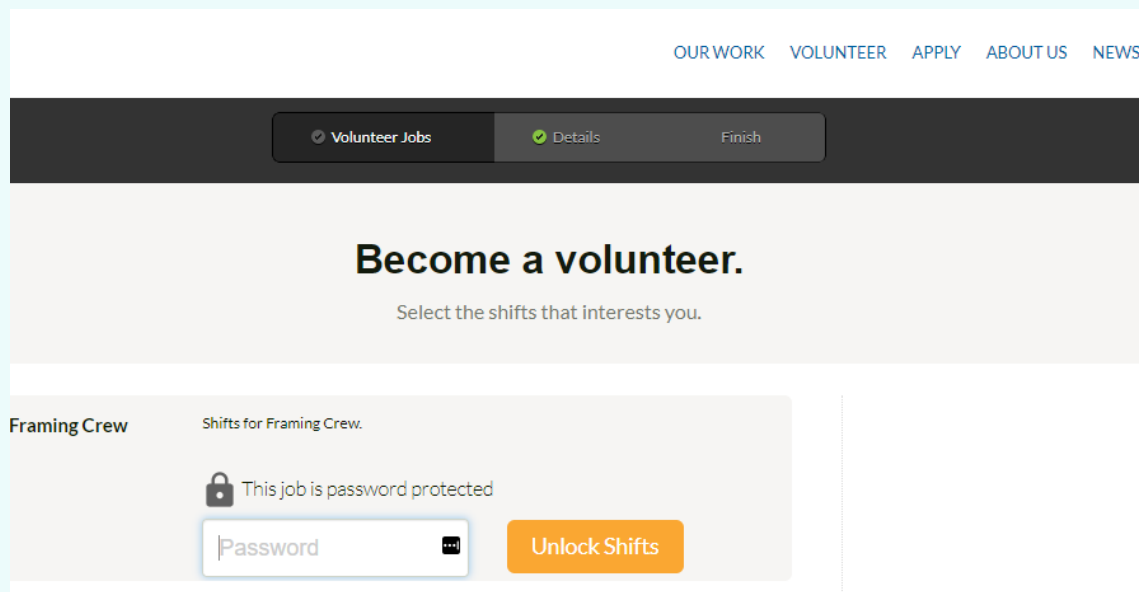
Select a shift you are interested in joining. You will see if there is a password requirement or age restriction (18 years of age or older). Select **“Sign Up”**.



A screenshot of a 'Volunteer Signup' modal window. The title bar says 'Volunteer Signup' with a close button (X) on the right. The main content area has a light gray background. On the left, there's a calendar widget showing 'March' and '13 Saturday'. To the right of the calendar, the text reads: 'Individual Volunteer Opportunity (2 spots left)', 'Date: Saturday March 13, 2021', 'Time: 12:30pm to 3:30pm (3 hours)', and 'Location: TBD- The location will be updated in Additional Event Details by 4 the Saturday before your volunteer shift'. Below this, there's a link 'FY21 Individual & Group Volunteers' and the text 'Individual volunteer opportunity.'. A yellow warning box contains a triangle icon and the text 'Age Restriction: Minors not allowed'. At the bottom right, there are two buttons: 'Sign Up' (orange) and 'Cancel' (gray).

If the access is restricted, you will be required to enter the password for your team.

Enter the required password and select **“Unlock Shifts”**.

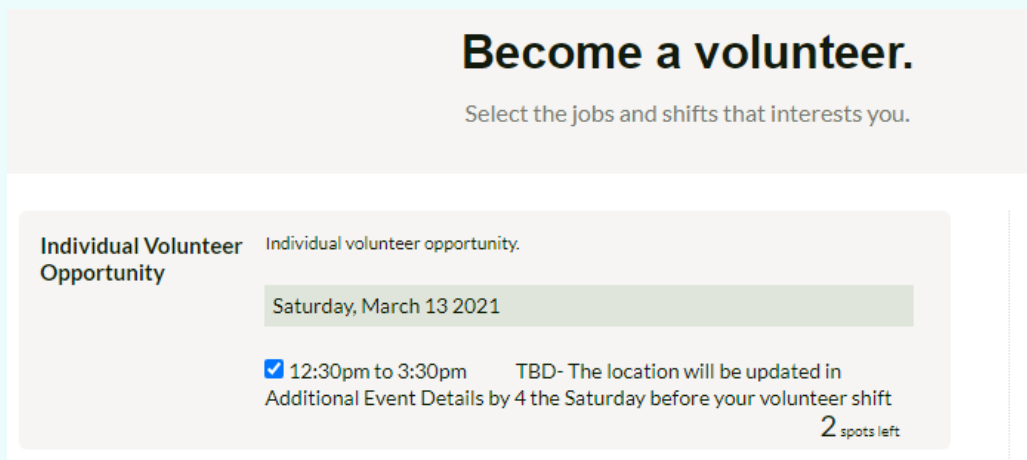


A screenshot of a web page titled 'Become a volunteer.' with the subtitle 'Select the shifts that interests you.' The page has a navigation bar at the top with links: 'OUR WORK', 'VOLUNTEER', 'APPLY', 'ABOUT US', and 'NEWS'. Below the navigation bar is a dark gray bar with three buttons: 'Volunteer Jobs' (checked), 'Details' (checked), and 'Finish'. The main content area is light gray. It features a section titled 'Framing Crew' with the subtitle 'Shifts for Framing Crew.' Below this, there's a lock icon and the text 'This job is password protected'. A password input field is shown with the placeholder text 'Password'. To the right of the input field is an orange button labeled 'Unlock Shifts'.

If the access is NOT restricted, it will take you to the open shifts.

LOCATION - Likely the location will be listed as TBD or can change due to schedule fluctuations. Please make a habit of checking the listed location 48 hours before your shift to check for any changes.

Please check the list carefully and find the date(s) you were looking for. You can sign up for more than one shift at a time, if available, **but you can only sign up for one spot per account per shift.** (If you have a group planning to bring multiple people, each individual will need to create an account and fill out the volunteer application. Minors working with parents will need to do the same thing and will be restricted to shifts that allow for minors with supervision of an adult). Once you have chosen your shift(s), select “**Next**” at the bottom.



Become a volunteer.

Select the jobs and shifts that interests you.

Individual Volunteer Opportunity Individual volunteer opportunity.

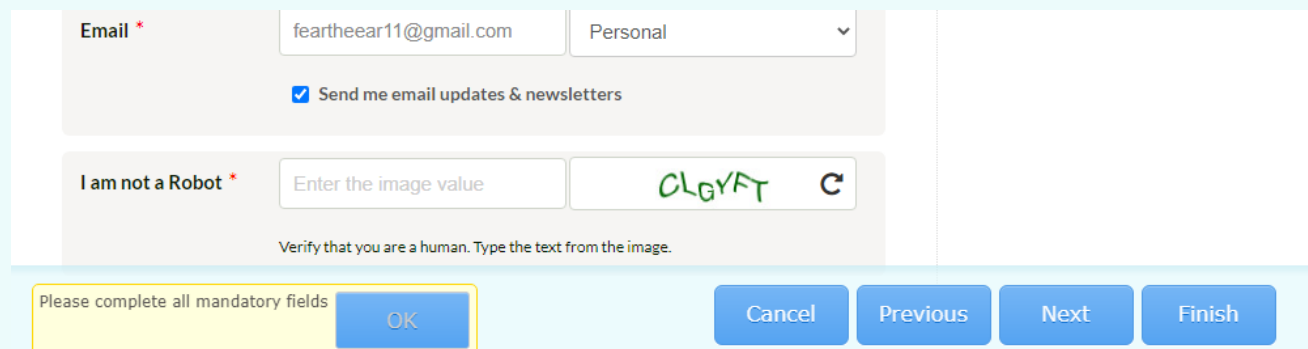
Saturday, March 13 2021

☒ 12:30pm to 3:30pm TBD- The location will be updated in Additional Event Details by 4 the Saturday before your volunteer shift

2 spots left

Next you will be required to verify your birthdate and fill in the CAPTCHA.

Likely your birthdate will be filled in already, but you will be required to scroll down and complete the CAPTCHA at the bottom in order to continue.



Email * feartheear11@gmail.com Personal

☒ Send me email updates & newsletters

I am not a Robot * Enter the image value CLGYFT C

Verify that you are a human. Type the text from the image.

Please complete all mandatory fields OK

Cancel Previous Next Finish

Once you have entered the CAPTCHA, you can select “**Finish**”

And you are done!

The shifts you have selected will appear on your “My Volunteering Page”

The screenshot shows the 'My Volunteering' page for a user named Jenni Amis. The page has a sidebar with navigation links and a main content area. At the top, there are three summary boxes: 'Assignments: 3', 'Hours: 9', and 'Completed: 0'. Below these, there are tabs for 'Assignments' and 'Regular Shifts'. The main table lists three shift assignments, all for 'Habitat for Humanity of Durham' and 'General' campaign. Each row includes the user's name, email, organization, campaign, job title ('Framing Crew'), shift date and time, hours (3), and a 'Cancel' button. A 'Download PDF' button is at the bottom of the table.

First Name / Last Name	Organization	Campaign	Job	Shift	Hours	Checked In/out	Completed	QR Code
Jenni Amis @gmail.com	Habitat for Humanity of Durham	General	Framing Crew	Wednesday Mar 31, 2021 8:30am to 11:30am TBD- The location will be updated in Additional Event Details by 4 the Saturday before your volunteer shift	3			QR Code Cancel
Jenni Amis @gmail.com	Habitat for Humanity of Durham	General	Framing Crew	Wednesday Mar 24, 2021 8:30am to 11:30am TBD- The location will be updated in Additional Event Details by 4 the Saturday before your volunteer shift	3			QR Code Cancel
Jenni Amis @gmail.com	Habitat for Humanity of Durham	General	Framing Crew	Wednesday Mar 10, 2021 8:30am to 11:30am TBD- The location will be updated in Additional Event Details by 4 the Saturday before your volunteer shift	3			QR Code Cancel

Displaying all 3 records

[Download PDF](#)

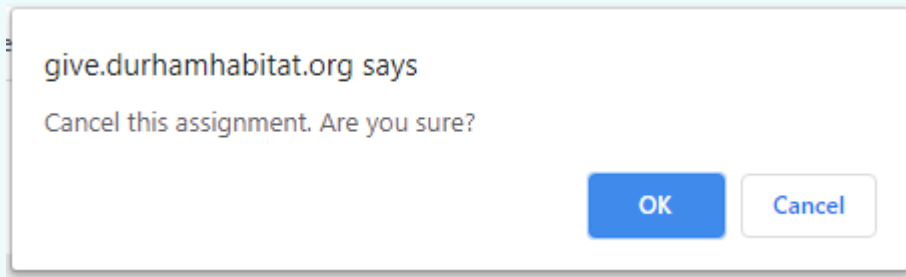
Canceling A Shift Reservation

If you find that you can no longer fulfill your shift assignment, you have until **48 hours** before the shift to cancel through your account. After 48 hours, you will need to contact the Volunteer Manager: volunteer@durhamhabitat.org.


Under “My Volunteering” you will see a list of your shifts. To cancel, select the “Cancel” button on the right side of the screen:

This screenshot is identical to the one above, but the 'Cancel' button for the first shift assignment is circled in blue to highlight it.

It will ask you if you are sure you want to cancel. If yes, select “OK”



The canceled shift will not disappear from your account, instead you will continue to see the canceled shift on your volunteering page as confirmation.

Campaign	Job	Shift	Checked in/out	Hours	Completed	QR Code
General	 Framing Crew TBD- The location will be updated in Additional Event Details by 4 the Saturday before your volunteer shift	Saturday Mar 20, 2021 12:30pm to 3:30pm TBD- The location will be updated in Additional Event Details by 4 the Saturday before your volunteer shift		3		QR Code Cancelled by Jenni Amis

Should you have canceled a shift in error, you are able to sign up again for that shift following the previous sign-up process (as long as the shift is not full).

Updating User Information

If you wish to update any of your user information you can access this after [logging in](#) through your Settings, located in the top menu. Select the drop-down button by your name to access it.

