



# ShoreCAN

## Volunteer Center

Welcome to the ShoreCAN Volunteer Center's 1-800-Volunteer.org site, a national website portal providing volunteers with a direct connection to local volunteer opportunities that match interests, skills, and the common desire to make a difference.

ShoreCAN's 1-800-Volunteer.org connects volunteers to opportunities in local communities, helps you track volunteer service, and sends automatic e-mail notifications - enabling you to respond when and where the need is greatest.

This free service is a direct link to volunteer opportunities and brought to you by the Points of Light Foundation and the Volunteer Center National Network.

There are two key audiences that will benefit from the ShoreCAN Volunteer Center and its 1-800-Volunteer.org site:

**Organizations** – Once approved\*, organizations can create and edit their own accounts and manage events, opportunities and activities. Organizations can also search for volunteers, approve volunteers for opportunities and add service hours to their records.

**Volunteers** – Volunteers can search for opportunities and create accounts using 1-800-Volunteer.org.

To assist you in getting starting using ShoreCAN's 1-800-Volunteer.org site, we have included the following information in this packet:

- Creating and Editing an Organization Account (How to Guide)
- Posting Volunteer Opportunities (How to Guide)
- Creating Volunteer Profiles and Assigning Volunteers to Opportunities (How to Guide)
- Volunteer Skills Matching (How to Guide)
- Creating and Managing Volunteer Groups (How to Guide)
- Viewing and Creating Reports (How to Guide)
- Definition of Terms

\*New Organization Accounts are submitted to the ShoreCAN Volunteer Center and reviewed for accuracy. Once approved, you will receive an email indicating that you can post volunteer opportunities. Newly posted volunteer opportunities go through a similar process.



## Definition of Terms

Organizations, can post four different items using 1-800-Volunteer.org:

- Opportunities
- Activities
- Events
- Campaigns

**Event:** An event is an activity that is promoted by a Volunteer Center and/or Nonprofit Organization, which may be of interest to volunteers and which may be associated with specific volunteer Activities or Opportunities, which require volunteer support within a particular time frame (specific date, week or month).

*Example:* An example of an event is a walk-a-thon posted by an organization. The organization looks for volunteers to fill various positions (opportunities), for example, to work the registration desk, to create and distribute flyers, and to man the pre-race registration desk. Service hours are awarded to the volunteers who work the event and fill the posted opportunities.

**Opportunity:** An opportunity allows an individual to work or donate personal time as a Volunteer. Service hours are awarded to the volunteer for their time working at the various event opportunities.

**Activity:** Similar to an opportunity, however service hours are not awarded for activities. In the case of the example above an activity at the walk-a-thon would be to attend the walk-a-thon as a fan.

**Campaigns.** Campaigns allow you to group related events within a given time frame and display them on a Calendar. A good example of a campaign is the response to a major hurricane like Katrina which can take months or years of volunteer effort and which has many events and opportunities associated with it. Campaigns can include events/opportunities and activities by one or more organizations.

### Types of opportunities

There are 4 types of opportunities.

- One-time
- Long-Term
- Virtual
- Emergency

**One-Time:** An activity or opportunity that only requires a one-time commitment by the volunteer –a dedication of time over a set (short) period equal to less than 31 days. You designate whether an opportunity is One-time or Long Term when you create the opportunity.

**Long-Term:** An activity or opportunity that requires a longer commitment by the volunteer equaling to more than 31 days in duration.

**Virtual:** An activity or opportunity that a volunteer can participate in via the Internet.

**Emergency Opportunity:** An emergency would be associated with an event like a hurricane or a flood and can be either a one-time or long-term opportunity. You can designate an opportunity or an event as an emergency by clicking in the appropriate checkbox when you create them.

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