1. Second Harvest Food Bank Home Page

Choosing "Get Involved" will bring up a drop-down menu. Choose the third option, "Donate Time."



2. Donate Time Page

Under "Donate Time" on the menu on the right-hand side, choose "How to Become a Volunteer.



DONATE TIME



Find out more about:

- Impact of Volunteers »
- · How to Become a Volunteer »
- Volunteer Projects »



3. How to Become a Volunteer

HOW TO BECOME A VOLUNTEER



Your time is a gift to hungry kids, seniors and others who don't have enough food to eat. The Second Harvest Food Bank of Northwest Pennsylvania volunteers help sort, process and pack food... and it's a fun experience.

There are many volunteer opportunities available at Second Harvest. We work with individuals, schools, businesses and religious groups, just to name a few.

Please watch our brief video below for more information on how you can get involved and become a Second Harvest volunteer.









After you have watched the **Volunteer Welcome Video** scroll down and view the "**Get Started**" options.

If you are registering as an individual (or individuals), please select "Sign In" on the calendar below. If you do not yet have a volunteer profile, you will be prompted to make one after choosing "Sign In".

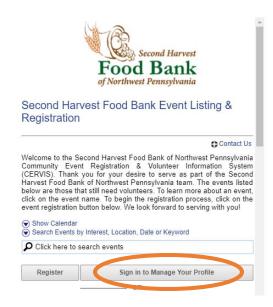
Please enter the email you wish to be contacted at, your first name, and choose the "Next" button. Then please enter as much volunteer information as possible on the next page.

Volunteer Groups looking to register can skip ahead to step #5.

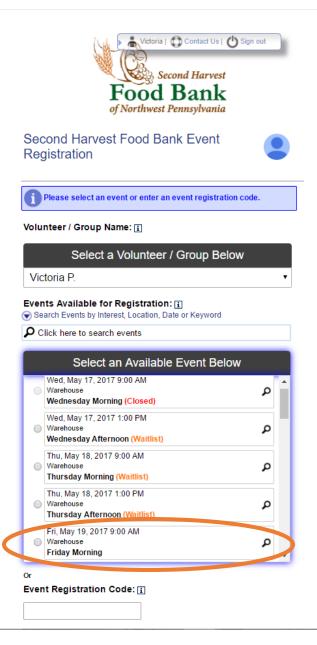
GET STARTED BY CLICKING ON ONE OF THE OPTIONS BELOW:

• To register a an individual volunteer, scroll down to the volunteer calendar at bottom of this page.

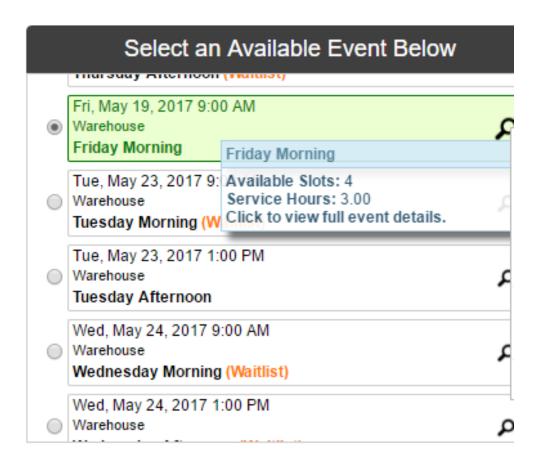
- To register a group of volunteers, click here.
- · Click here to read volunteer Frequently Asked Questions.



4. Register for an Event



After you have created a volunteer profile, you will be brought back to the volunteer calendar where you can then register for an event. Full volunteer shifts will be marked as either (Closed) or (Waitlist). In the image above, the only event with any availability is Friday, May 19, 2017 9:00 AM.

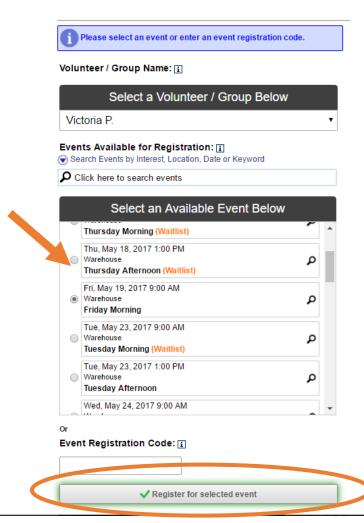


To see how much availabilty an event has, move your mouse over the **magnifying glass** image. This information box will tell you the number of available slots as well as the length of the event (Service Hours). You can click the magnifying glass for even more information.



Second Harvest Food Bank Event Registration





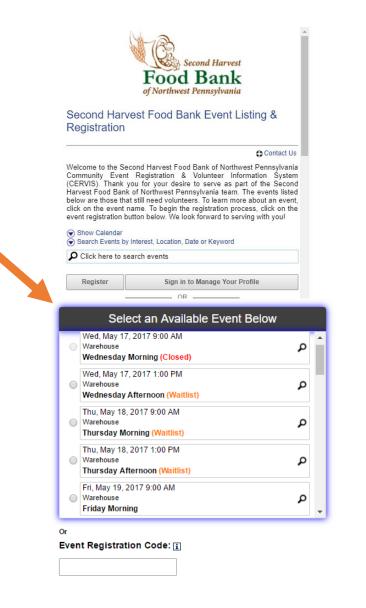
Once you have decided which event you would like to register for, be sure that the bubble to the left of your event is filled in and then choose "**Register for selected event**." You will receive a confirmation email. If you need further assistance, please contact our volunteer coordinator at either gmattern@nwpafoodbank.org or 814-459-3663 x 106.

5. Group Volunteer Registration

If you are representing a group of volunteers that is interested in volunteering, please look through our volunteer calendar (see arrow) for events that can accommodate your group size and availability before choosing the "click here" link in the group of volunteers option.

GET STARTED BY CLICKING ON ONE OF THE OPTIONS BELOW:

- To register a an individual volunteer, scroll down to the volunteer calendar at bottom of this page.
- To register a group of volunteers, click here.
- · Click here to read volunteer Frequently Asked Questions.



6. Volunteer Group Request Form

Before submitting a group request, please be sure to check our schedule and make sure the shift you are requesting is available. Click Hamt To Vistor Schedule You will be contacted by a solunteer coordinator within two (2) business days regarding your volunteer request. Please keep in mind that shifts are scheduled on a first come, first serve basis and that by filling this out you are only requesting a shift. Your group's appointment is not Volunteer Group Request Name of Organization * Organization Address * Contact Person* Contact Phone * Number of Volunteers Participating Is anyone in your group under the age of 10? * III No Month V Day V Year V

VOLUNTEER GROUP REQUEST

By selecting "click here" you will be redirected to our Volunteer Group Request Form (on left). Please fill out all required information and be sure to hit submit at the end of the form, just beneath the Additional Notes/Comments box.

You will know that your form has been submitted to our volunteer coordinator when the confirmation message appears in your web browser (see below).

VOLUNTEER GROUP REQUEST

Before submitting a group request, please be sure to check our schedule and make sure the shift you are requesting is available.

Click Here To View Schedule

You will be contacted by a volunteer coordinator within two (2) business days regarding your volunteer request. Please keep in mind that shifts are scheduled on a first come, first serve basis and that by filling this out you are only requesting a shift. Your group's appointment is not guaranteed until you receive confirmation.

Thanks so much for your interest in volunteering with Second Harvest! You will be contacted by our volunteer coordinator within two (2) business days regarding your volunteer request. Please keep in mind that shifts are scheduled on a first come, first serve basis and that by filling this out you are only requesting a shift. Your group's appointment is not guaranteed until you receive confirmation. If you need further assistance, please reach out directly to our <u>volunteer coordinator</u>.



As stated in the confirmation message, you will be contacted by our volunteer coordinator within two (2) business days regarding your volunteer request. Please keep in mind that shifts are scheduled on a first come, first serve basis and that by filling out this form you are only requesting a shift. Your group's appointment is not guaranteed until you receive confirmation. If you need further assistance for your group please contact our volunteer coordinator at either

gmattern@nwpafoodbank.org or 814-459-3663 x 106.

