BRIDGE II SPORTS

How to Register as a Volunteer and Manage your Volunteer Projects:

Instructions:

Use orange links to move around this document, while blue links will take you to pages outside the document.

You may print the first page for your convenience.

Checklist:

- [ ] Submit your Volunteer Registration.
  - How to find and fill out the registration.
- [ ] Receive a confirmation email regarding your submission.
- [ ] Pay, and complete background check.
- [ ] After 1-2 weeks, receive a confirmation approving your background check.
- [ ] Log into your account, if successful move onto the next steps.
  - If not visit Logging into your Account and follow the provided steps.
- [ ] Once successful, sign up for interested volunteer projects through our page, or directly on the event/program site.
  - How to find and sign up for volunteer projects.
- [ ] Check "Volunteer Projects" in your account page to confirm applied and assigned projects.
  - Manage your volunteer projects, including submitting volunteer hours.

Email admin@bridge2sports.com with any questions throughout the process.

How to Register as a Volunteer:

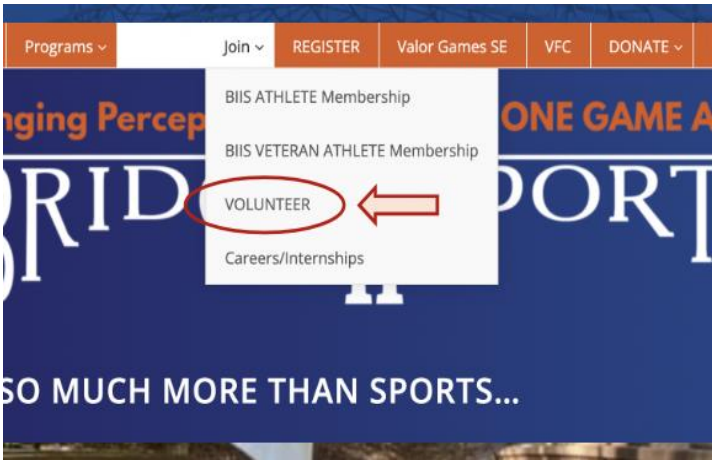
Accessing the Registration:

Step 1: Visit our website, https://www.bridge2sports.org/.

Step 2: Navigate to the 5th tab on the home page, the **Join** tab.

Step 3: Click on the 3rd subtab "**VOLUNTEER**"

This will open the volunteer registration, and the next steps are described below.



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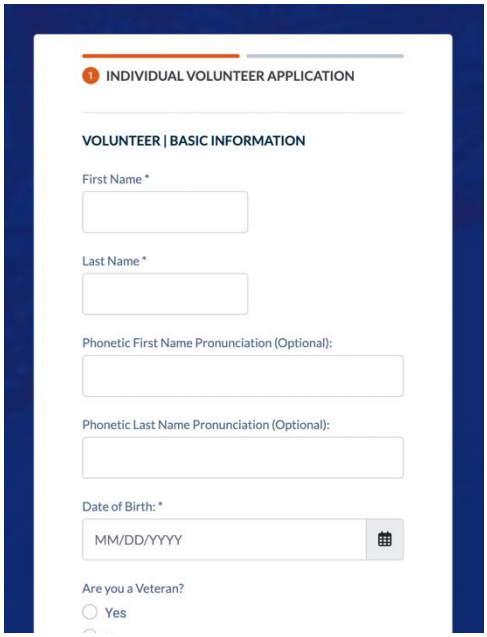
Filling out the Registration: Why?



Step 1: On the first page, you will be asked to fill out some personal details.

Step 2: The next page will ask you to enter what you are interested in volunteering for, your availability, and policy acknowledgements.

Step 3: Once you press **"SUBMIT"**, you'll be asked to continue the volunteer process, this includes completing a background check.

Once you receive your **confirmation email**, make sure to check it off your checklist!

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Completing the Background Check: Why?

Request Background Check

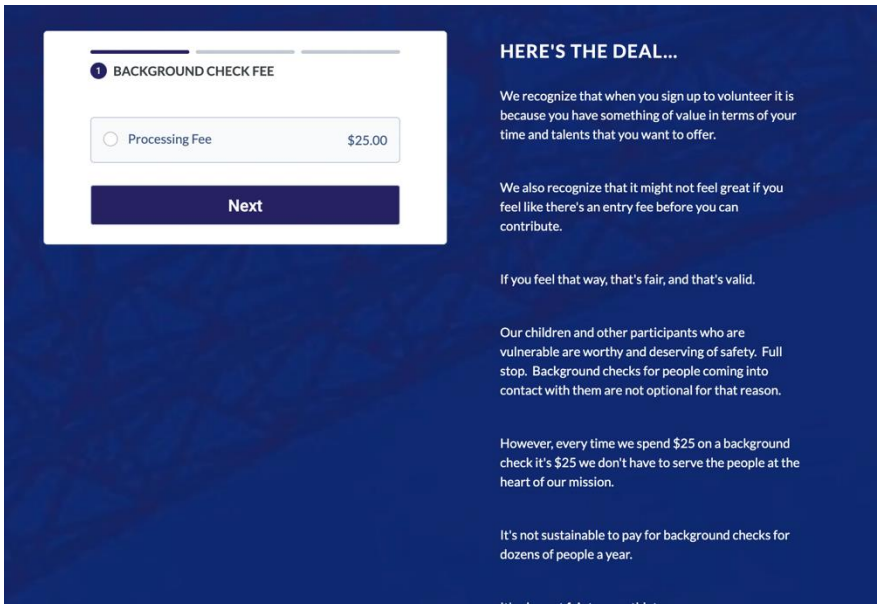
Step 1: Pay the processing fee for a background check.

Step 2: Receive an email from us with a link and instructions to complete your background check.

Step 3: After 1-2 weeks, you'll receive an email approving the check.

While waiting for your background check to process, you may continue the rest of the guide.

Once you receive an approval, make sure to check it off your checklist!



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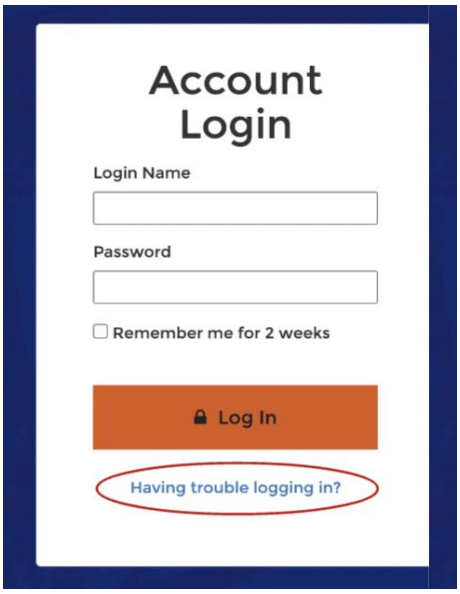
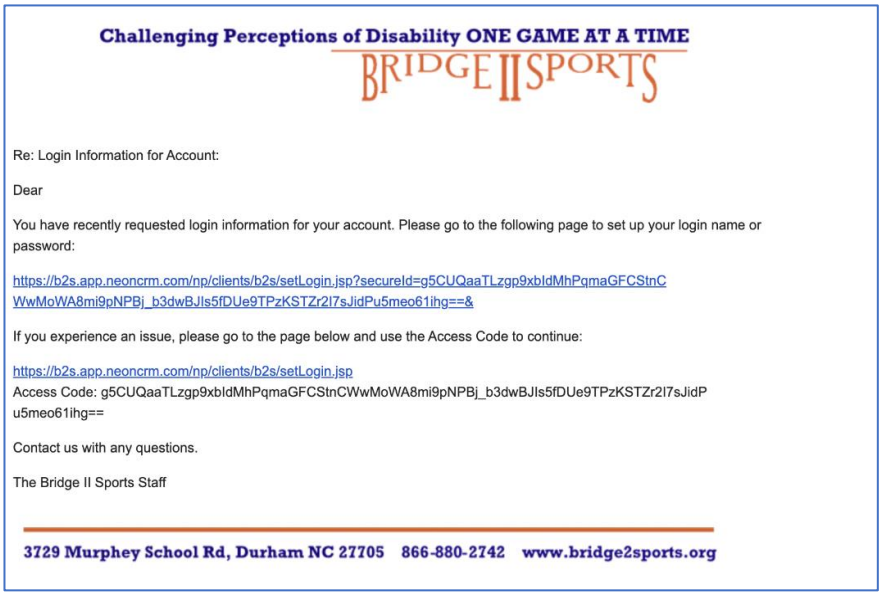
Logging into your Account:

Step 1: Visit Account Page to manage your account.

Step 2: If you already have an account continue to log in.

If not, click on "Have trouble logging in?" and enter the email associated with your volunteer application.





Step 3: You'll receive any email asking you create your account password.

Once you press submit you can now log into your account page using the same link provided above.

Step 4: Use the drop-down menu in the top right corner to navigate through your account.

Once you've successfully logged in, make sure to check it off your checklist!

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Signing up for Volunteer Projects:

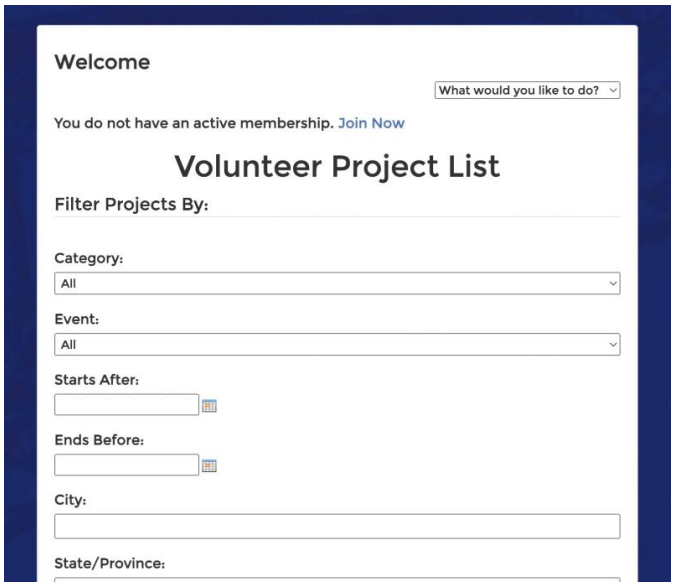
If you are still waiting for your background check, apply for volunteer projects that are 1-2 weeks out. **You must have an approved background check to volunteer.**

Step 1: Visit Volunteer Project site or to find available projects.

You can also find volunteer signups directly on event/program pages.

Step 2: Once you've selected the program that works best for you, click the "**Apply**" button at the bottom of the page.

Step 3: Next, you will be asked to fill out a volunteer application.



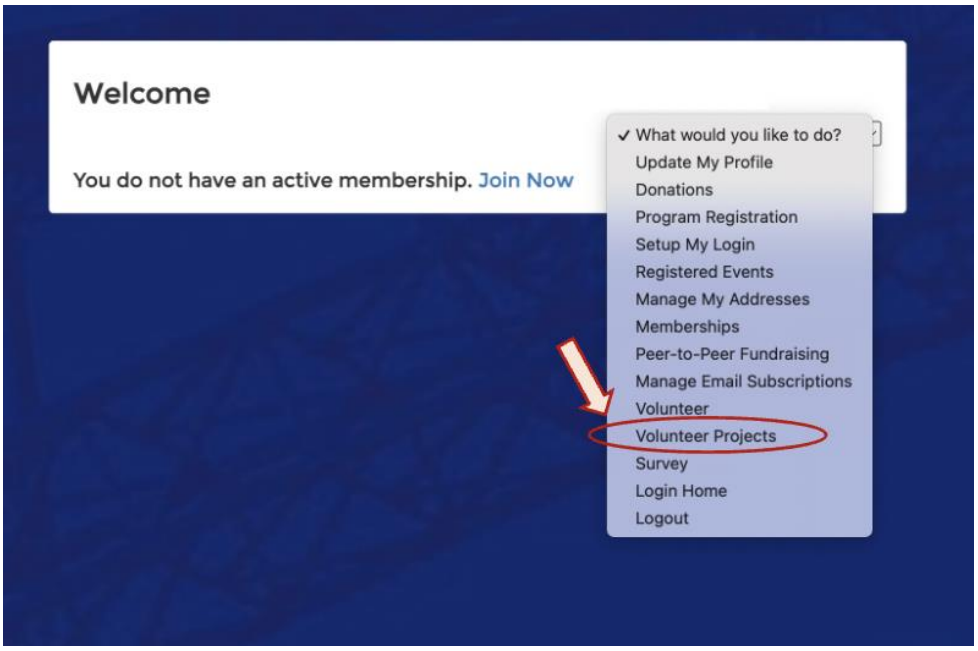
Once you press submit, we will receive and review your application.

Once you've signed up for some projects, make sure to check it off your checklist!

Managing your Volunteer Projects:

Step 1: Log into your Account Page.

Step 2: Using the drop-down menu, find the 11th subtab, "**Volunteer Projects**."



More Information:

This is where you will find all the projects you have signed up for.

There is a status column to show the progress of your applications.

Accepted applications will appear under Assigned Projects.

(Picture included in next section)

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Submitting your Volunteer Hours: Why?

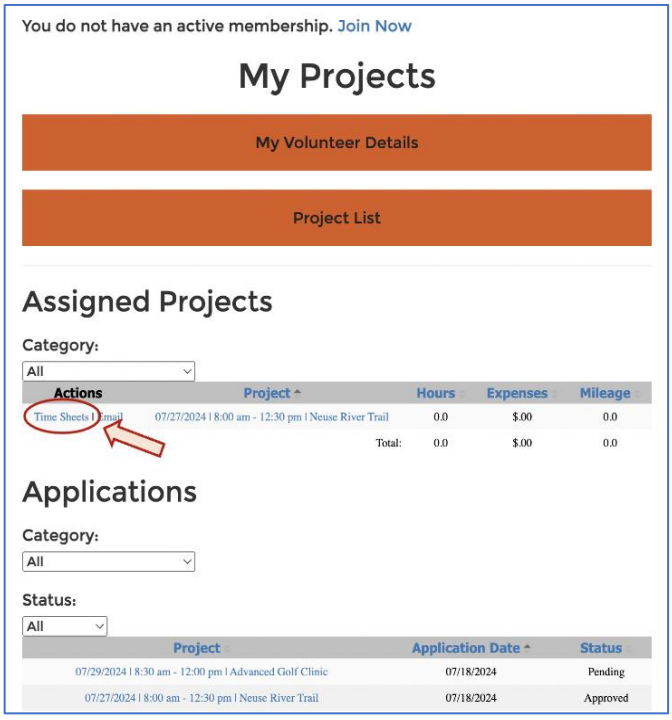
Step 1: Find "Time Sheets" under Actions in the Assigned Projects section.

Step 2: Select your project and click "New Time Sheet"

Step 3: Enter in your hours, any expenses, and mileage for our approval.

Once complete click **"Save and Submit for Approval."**

Our team will review, and your submitted time sheet status will change accordingly.



Once you've found these two pages, make sure to check it off your checklist!

Why do we need this information?

Filling out the Volunteer Registration:

While filling out the registration we ask for personal details, interests, and availability. All this information helps us organize and manage our volunteer program efficiently. Personal details are required to identify and contact volunteers. This includes your name, address, email, and phone number, which allows us to provide important updates. Additionally, we use personal and professional references to verify our volunteers. Your interests and availability help us match you with programs and events that fit your schedule and experiences.

Completing the Background Check:

We ask our volunteers to complete a background check to protect the integrity of our mission. Our children and other participants who are vulnerable deserve safety and protection. Therefore, we ask for background checks for all our volunteers who will be working with us. We also ask that you pay the processing fee, as its not sustainable for our organization to cover for dozens of people every year.

Submitting your Volunteer Hours:

We ask volunteers to submit a time sheet for a few important reasons. First, it helps us track how much effort and time is required for each of our programs. We can also recognize and appreciate the efforts of our volunteers, by having concrete data to acknowledge your contributions. Accurate hours and expenses are also useful for our own budgeting and assuring volunteers are recognized for all their work.