

VOLUNTEERING AT THE BANQUET

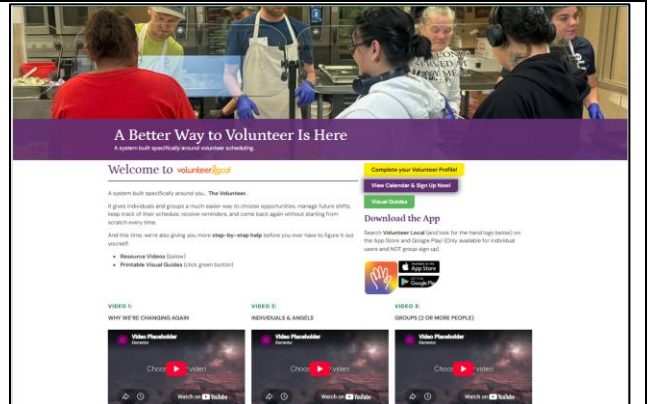
Individuals & Angels: Quick Start Guide

GET SIGNED UP

1

START AT THEBANQUETSF.ORG

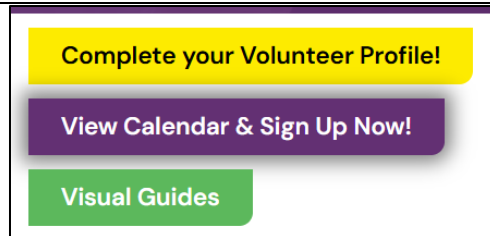
1. Click **NEW VOLUNTEER SIGN-UP** → **START HERE**
2. (or) hover over **Get Involved** and click **Serve a Meal**.
3. This takes you to **A Better Way to Volunteer Is Here**.



2

COMPLETE YOUR VOLUNTEER APPLICATION

1. Click the yellow **Complete Your Volunteer Profile** button.
2. Once page loads, fill in all needed information to create your profile
 - a. Then click **“Complete Application.”**



**YOU ONLY NEED TO DO THIS ONCE,
AS LONG AS YOU CONTINUE TO USE
THE SAME FIRST NAME AND EMAIL.**

3

NO EMAIL? NO PROBLEM.

Use: **FIRST.MIDDLEINITIAL.LAST-BIRTHYEAR@**
No middle initial? Use X.

Example:

Bruce.A.Miller-1958@

IMPORTANT: Use the **SAME** email or special email every time you return so your volunteer information stays connected.

APPLICATION DONE? FLIP OVER & LEARN HOW TO PICK SHIFTS.



NEED HELP?

605-335-7066 | volunteer@thebanquetsf.org | TheBanquetSF.org

volunteerlocal

VOLUNTEERING AT THE BANQUET

Individuals & Angels: Quick Start Guide

Pick, Manage & Come Back Again



FIND WHAT WORKS FOR YOU

Choose the view that makes the schedule easiest for you.
You can switch views anytime.

The Banquet Sioux Falls



THE BANQUET

Welcome, pick your preferred view, then **select the date(s) and/or shift(s)** and make sure to include the number people you are signing up, that you are interested in.

Scroll to the bottom of the page, answer **a couple basic questions**, then click **"Sign Up to Volunteer"**.

It's that Easy!

- **JOB** — Prep, Serve & other roles
- **LOCATION** — Downtown or West
- **DATE / CALENDAR** — Find when you're free
- **SPOTS** — See where openings remain

Check your status Sort by: Job Location Date Calendar Spots



YES, YOU CAN PICK MORE THAN ONE!

Prep + Serve? Select both.

More than one date? Select them.

Planning ahead? Go for it.

Choose all the shifts you want BEFORE completing your signup.

**Some limitations may and do apply*

Scroll to see more shifts & complete your submission at the bottom of the page.

Click here to scroll down.

Your information

Required fields are marked with an asterisk (*)

Are you a group of 5 or more people? *

Are you (or the majority of your group) a new volunteer to The Banquet? *

Any additional comments you wish to share regarding your sign up?

Sign Up To Volunteer

+ Thursday, October 8th

☒ 2:00pm - 5:00pm

Supper Prep

[view description](#)

☒ 5:15pm - 8:00pm

Supper Serve

[view description](#)

+ Friday, October 9th

☒ 2:00pm - 5:00pm

Supper Prep

[view description](#)

☒ 5:15pm - 8:00pm

Supper Serve

[view description](#)



YOUR VOLUNTEER PROFILE = YOUR HOME BASE

UPCOMING SHIFTS — See when and where you're serving.

ADD MORE SHIFTS — Come back and volunteer again.

CANCEL IF NEEDED — Please cancel as early as possible.

YOUR CALENDAR — Add upcoming shifts.

YOUR INFORMATION — Keep your details current.

YOUR HOURS — View recorded service hours.

IF YOU EVER THINK: "What did I sign up for?" START HERE.



VOLUNTEERLOCAL APP

For Individual Volunteers / Angels with a smartphone + working email.

View shifts • Find openings • Sign up again •
Manage your schedule • View hours

Groups should use the website, not the app.



Android (Google Play)



iOS (Apple App Store)



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VOLUNTEERING AT THE BANQUET

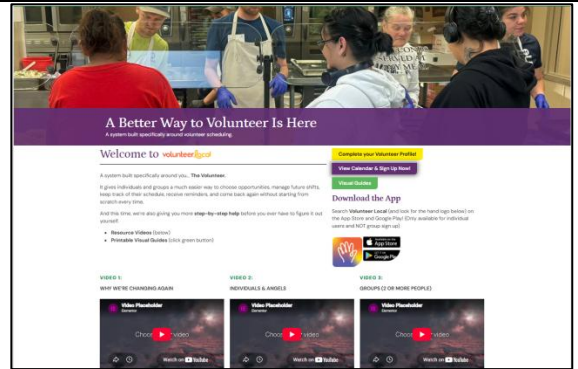
Groups (2 or more people)

Let's Get Your Group Started

1

START AT THEBANQUETSF.ORG

1. Click **NEW VOLUNTEER SIGN-UP** → **START HERE**
2. (or) hover over **Get Involved** and click **Serve a Meal**.
3. This takes you to **A Better Way to Volunteer Is Here**.



2

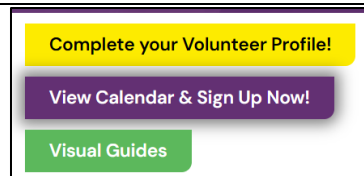
CHOOSE ONE GROUP LEADER

One person should manage the signup for your group.

1. Click the yellow **Complete Your Volunteer Profile** button.
2. Once page loads, fill in all needed information to create your profile
 - a. Then click **"Complete Application."**

YOU ONLY NEED TO DO THIS ONCE, AS LONG AS YOU CONTINUE TO USE THE SAME FIRST NAME AND EMAIL.

This same profile can also be used as an individual volunteer as well!



3

FIND THE RIGHT OPENING

Use the schedule views to find a date that works for your group.

- **JOB** — Prep, Serve & other roles
- **LOCATION** — Downtown or West
- **DATE / CALENDAR** — Find when you're free
- **SPOTS** — See where openings remain

4

PICK ALL THE SHIFTS YOU NEED

If your group wants to help with **Prep AND Serve**, select both. You can also select multiple dates in the same signup even.



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VOLUNTEERING AT THE BANQUET

Groups (2 or more people)

Let's Get Your Group Started



HOW MANY PEOPLE ARE COMING?

Enter the number of volunteers joining you for each date and shift.

If some people are doing Prep and others are only doing Serve, make sure the **right number is added to each shift.**

Thursday, October 1st

5:15pm

☒ Supper Serve
5:15pm - 8:00pm

Volunteers: 10

The Downtown Banquet

[view description](#)



ANSWER A FEW GROUP QUESTIONS THEN CLICK SIGN UP TO VOLUNTEER!

You may be asked for:

- Group of 5 or more?
- New to The Banquet?
- Group Name
- Meal Donation (and if so, amount)
- Help with the Milk Fund (and if so, amount)
- Invoice Information

***DONATIONS ARE OPTIONAL.**

Your information

Required fields are marked with an asterisk (*).

Are you a group of 5 or more people? *

YES - I am bringing 5 or more people

What is the name of your group/organization? *

Will you be donating toward the cost of the meal? *

Will you like to donate towards the Milk Fund? *

Are you (or the majority of your group) a new volunteer to The Banquet? *

Any additional comments you wish to share regarding your sign up?

[Sign Up To Volunteer](#)



THE GROUP LEADER'S PROFILE = HOME BASE

SEE UPCOMING SHIFTS — Review dates and locations.

ADD MORE SHIFTS — Schedule your next service date.

CANCEL IF PLANS CHANGE — Free the openings for someone else.

ADD PEOPLE LATER — If space remains, additional people may be added.

KEEP EVERYTHING TOGETHER? — Use same group leader information every time

QUICK REMINDERS

- Start at TheBanquetSF.org
- Complete your Volunteer Application once
- Use the same email / group leader information every time
- You can sign up for multiple shifts
- Your Volunteer Profile is your home base

GROUPS: PLEASE USE THE WEBSITE

The VolunteerLocal mobile app is currently for INDIVIDUAL VOLUNTEERS / ANGELS ONLY.



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