

Hands On Greenville Day Project Submission Guide

1. Does your organization have a profile in our new volunteer platform? If no, please follow these simple [steps](#) to get set up.
2. Once your organization has an established profile, the agency manager will [log in](#) the system.
3. In the type right corner, select *“Return to Managing Opportunities”*
 - a. This should take you to the partner staff sharing portal.
4. Select *“Volunteer Opportunities”*
5. Select *“Create Volunteer Opportunity”*
 - a. Opportunity Name = **HOG 2024:** _____
 - b. The schedule type should be date & time specific – **all HOG Day opportunities will take place on April 20, 2024 - you will enter this information on the next page**
 - c. Each project should last between 3-4 hours, start time is flexible we ask all projects are completed by noon to allow volunteers an opportunity to attend the after party - **you will enter this information on the next page**
 - d. Registration Type = **Sign Up**
6. Answer the following prompts within the “description” portion
 - a. **Please provide a detailed overview of your proposed projects, the more information the better. This description is what volunteers will use to select projects**
 - i. Opportunity Objective – This is 1-2 paragraphs of a detailed scope of work. Think who, what, where, when, why, and how.
 - ii. FAQs – This should be answers to general questions that anyone participating may need to know. The following should be included, in addition to any others you may come up with.
 1. What can I expect?
 2. What should I wear?
 3. What should I bring?
 4. What’s provided?
 5. How do I get there?
 6. My activity is outdoors. What do I do if the weather is bad?
 7. Who do I contact if I have any questions?
 8. Will you be requesting tools from volunteers? If so, please provide a tools description. Please be as detailed as possible. If not, please list what is available to volunteers.
7. The default opportunity coordinator should be the individual who will be on-site day of.
8. Location will be wherever your volunteer opportunity takes place. If your location is not already in our system, choose *“Add a Location”*.
9. Primary Impact Area = closest to your organization’s mission
10. Minimum Age = usually 16+ years old // Minimum Age w/ Adult = supervised minors
11. Maximum attendance = How many volunteers can your project and organization host?
12. **Most importantly, for the volunteer event question – please select Hands On Greenville Day 2024**
13. If your project is outdoors, please check the box and input your rain plan.
14. Click *“Next Page”* & enter the date & time.
15. Click *“Create”* to submit your HOG Day volunteer project.

16. That's it! Your Hands On Greenville Day project has been submitted. A project evaluator should be in touch shortly to go over the details of your project.

If anything comes up in the meantime, please feel free to reach out to Lauren Brager at Lbrager@unitedwaygc.org

Thank you for your participation in Hands On Greenville Day!