

HOW TO FIND A VOLUNTEER OPPORTUNITY

1 Go to utsa.givepulse.com Click "Login" in the top right corner of the page

Log in via your MyUTSAID

Log in using your The University of Texas at San Antonio username and password.

2 Search for an event [Become Member](#)

To search for Volunteer Opportunities go to the "Events" tab

To find specific community organizations go to "Community Partners" tab

The screenshot shows the website's navigation bar with tabs: Home, People, Events, Internships, Subgroups, Community Partners, Classes, Impacts, Documents, and Contact. Below the navigation bar is a search section with a 'Filters' button, a search input field, and 'Search' and 'Clear' buttons. To the right of the search input are three icons: a globe, a magnifying glass, and a calendar.

To search by cause

Globe: search by location
Calendar: search by date

3 Once you find an event to register, double-click the event name and review the event details

The screenshot shows an event details page with the following information:

About	
Positions	Many
Close Date	Any time before the event ends or when space runs out.
Age Limit	16 and up
Description	We will be hypothetically planting trees for this event
Requirements	Wear closed-toe shoes and clothes that can get dirty! If you have gardening gloves or hand shovels, please bring them!
Perks	Free T-shirt Self-esteem boost Credit for SL component of course
Parking Details	Limited parking available on-site, consider carpooling!
GivePulse	1 Position Filled 0 Impacts 0 Hours

4 On the right side of the page, click "Register"

The screenshot shows the right sidebar of the event details page with the following elements:

- A green 'Register' button.
- An 'Add Impact' button.
- A profile for Amanda Logan, Administrator, with a 'Contact' button.

Find contact information here for the event organizer for any additional questions or last minute changes

5 Complete required information, read and sign liability waivers and release forms, and click "Continue" to complete registration

Liability waivers and release forms

☒ I agree to the Platform Liability Release Form

☒ I agree to the UTSA CONSENT RELEASE AND INDEMNIFICATION AGREEMENT FOR PARTICIPANT

HOW TO ADD AN IMPACT

1

From your homepage, click "Add Impact"

➔ Add Impact

2

Search for the organization you volunteered with

Where did you create an impact? [Can't find it?](#)

Search [My Groups & Classes](#)

Select the community partner organization where you made an impact by "clicking" on its name:

Name	City	State
Search by name	San Antonio	Texas
(M.E.Y.O.) Multi-Level Educational Youth Outreach	San Antonio	TX
100 Black Men of San Antonio, Inc.	San Antonio	TX

What are Impacts?

Community impacts include volunteer or service hours and donations that benefit an organization in the community.

Impacts help provide data for reporting purposes, to get feedback on the quality of the experience, and to better understand the impact of UTSA in the community.

Let these initiatives, groups, and causes know you care by tracking your impact with them!

3

Once you have found the organization, click on their name, which will bring you to this form that must be filled out *entirely*

The verifier must be someone who was present at the event and is able to verify your participation

Enter the correct date of volunteer event

Enter hours of service (or donation amount)

Rate and reflect on your experience, let us know how the event went, how the event could be improved, and how your service made an impact

Add pictures of Roadrunners serving here. You can also upload copies of time logs to help verify your impact
***Do not include photos of others at the event without permission!

Share your impact with any of the following:

1. Your class
2. Any Student Organizations you are a member of
3. Campus Services

Mark as Public

Click "Save Impact"

Verification of your impact

Verifier's Name* Verifier's Email* Verifier's Phone

Amanda Logan amanda.logan@utsa.edu

In order to verify your impact hours, please provide the name, email and phone number of the event organizer or of the person that can verify you were there. If you don't know the verifier info, please contact Amanda Logan at lbb597@utsa.edu

Impact Date [+ Add Times](#)

Start Date* End Date

11/08/2017 11/08/2017

Impact Type & Measurement

Time 2 Hours*

About your experience

Rate your experience

★★★★★

Review, Reflection and Feedback

This service opportunity was a great experience. I enjoyed meeting other students and getting my hands dirty planting trees!

Personal Notes

Don't forget gardening gloves!

Personal notes are private and only viewable by you

Attachments

(File types: jpg, jpeg, png, gif, ppt, odt, xls, xlsx, csv, rtf, pdf, txt, doc, docx, zip)

+ Add Attachment

Sharing and Privacy Settings

Share this impact if you participated or served with a service-learning class or student organization.

Select: All | None

Share with

☐ Active Minds

☒ Center for Civic Engagement

☐ disABILITYs

☐ Helotes Humane Society

☐ Registered Student Organizations

☐ SAMMinistries

☒ Service-Learning Courses

☒ The University of Texas at San Antonio

☐ University Departments

☐ UTSA Alumni Volunteers

Go to [My Groups](#) to manage your sharing settings.

Public/Private

Public

Private impacts are only visible to you and the groups you share your impact with.

Save Impact



@UTSAengaged

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