



United Way of Rock River Valley

**WE VOLUNTEER**

PRESENTED BY  Associated Bank



## How to register your agency on We Volunteer:

- 1) Go to [www.wevolunteer.org](http://www.wevolunteer.org) and click “How to register an agency” on the home screen.
- 2) Fill out all of the information, be as thorough as you can on the “who we are” and “what we do” so your volunteers can learn your mission
- 3) Hit the “request account” button and the site manager from United Way will review your request and approve your account. We will contact you if we have questions that need to be answered before approving.

## How to add a volunteer opportunity after your agency is registered:

- 1) After your organization has been approved, sign in and choose “my agency” at the top navigation bar.
- 2) Click on ‘needs’ from your organization home page (NOT the one on far left menu)
- 3) Under “Manage Needs”, click the blue “Add New Need” button.
- 4) Create a title for your job description that clearly explains the type of work needed.
- 5) Write a thorough description of the volunteer position.
- 6) Keep the setting ‘public.’
- 7) Select “no” for team registration.

### TIPS:

- Duration: I highly recommend NOT selecting “ongoing”. If it is a one day event, then it can be “happens on”. If you have recurring shifts, you can post those times/days specifically. If you are always looking for volunteers, I would suggest choosing “runs until” and set a time of a month or two. This will allow you to assess how successful you have been in attracting volunteers, and refine your description, if needed. This will also keep pushing your need to the top of the page!
- If you have a minimum age, you may list it here but it is not required. This can be very helpful for younger volunteers who may be looking for opportunities to fulfill school

requirements. If an age is listed, these volunteers will be more likely to see your opportunity show up in specific searches based on age range.

- You must pick at least ONE interest and ability but can choose many! This can help match you with the interest areas of volunteers that they fill out in their registration.
- You will have the option to attach a waiver at the end. If your organization needs volunteers to complete a waiver, uploading it here for them will save time for everyone.

After filling in all required fields, click “Create Need”, and you are done!

Your agency manager will receive a notification email when volunteers respond to your need.

If you have questions, feel free to reach out to the site manager:

Cherice Ullrich

Community Engagement Manager

United Way of Rock River Valley

[cherice@unitedwayrrv.org](mailto:cherice@unitedwayrrv.org)

815-968-9048