**How to Respond to Volunteer Needs**

Once you find the right volunteer Need for you, you can respond to it! Responding to a Need lets agency and site managers know that you're planning on participating in that Need. Basically, it's a way for you to say, "I'll be there!" In this article, we cover how to respond to non-shift Needs and Needs with shifts.

 ⓘ So you know: You may have to submit a response to a “qualification” before you can finish responding to a Need. A qualification can be anything that a specific agency requires in order to volunteer for their organization. Examples are: Forms they require you to sign, training they need you to complete, sometimes even passing a background check they may need to run.

**Responding to Needs**

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| 1. Go to the Needs area

 from your side menu navigation. |  |
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| 1. Click View Details on a Need.
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| 1. This opens the Need information page where you can learn more about it and start responding!
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 So you know:

* All Needs have the option to Respond Individually—except Needs that are closed or full.
* Some Needs also include the option to respond as a team.
* If waitlists are enabled on the site, you may also see the option to be added to a waitlist for full Needs.
* There is more than one way to view needs; you can search by a keyword, view by Agency, view as a ‘list’, or use the Calendar View to find opportunities on dates you are available.

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| **A screenshot of a computer  Description automatically generated** |

**How to respond to a non-shift Need**

Some shifts are ongoing and don't have scheduled shifts. When you respond to one of these Needs, an email confirmation is sent to you and the agency manager that posted the Need.

1. Click Respond.

2. Fill out the Need Response form. This may include customized response questions that are either required or optional.

3. When you're done, click Submit Need Response.

**How to respond to a Need with shifts**

Some Needs have scheduled shifts that you can respond to. When you select a shift to respond to, you agree to arrive at the time your shift starts and work for the duration of that Need shift.

1. You can either click Respond for the Need or Respond Individually for the specific shift you wish to respond to.
	* If you click Respond, it opens the Need Response form where you can select shifts.
	* If you click Respond Individually on a specific shift time, then it opens the Need Response form with that shift already pre-selected.
2. Fill out the Need Response form.
	* You can select as many shifts as you'd like.
	* Want to select all shifts? Toggle the button beside Respond to All Shifts to Yes.
	* You can also filter the list of shifts to **Show All** or to show only specific days of the week—e.g., **Show Tuesdays**.
	* If you'd like to see past shifts, you can also click **Show Past Shifts**. The Need Response form may include customized response questions that are either required or optional.
3. Click Submit Need Response when you're done. You can then add the shifts you responded to, to your calendar!

**How to create a calendar event for scheduled shifts**

When you respond to a Need with scheduled shifts, you are prompted to Create a Calendar Event after you click Submit Need Response. This only appears for Needs with scheduled shifts since ongoing Needs don't have specified shifts.

1. Respond to a Need with scheduled shifts.

2. Click +Add To Cal when prompted. You can create a calendar event with: Google Outlook Office 365 Apple

**Sharing your volunteer activity on social media**

After responding to a Need, you can share your volunteer activity on social media. This is a great way to inspire coworkers, family, or friends to join you in your volunteer journey! Just click the **Share** button after you respond to a Need when prompted and start sharing your impact today.

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| * You can share to Facebook or Twitter when you click **Share** from the **Thank You For Volunteering** popup.
* Want to share the Needs you've responded on other social media platforms? You can share agencies, events, and Needs with any of their share buttons.
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