REGISTURING A SERVICE PROJECT ON SERVE.MSU.EDU

To get started...
Go to serve.msu.edu and click “Create an Opportunity.”

1. ENTER SERVICE PROJECT INFORMATION

Project Type
The type of project is based on who the project is being hosted/coordinated by.
- Alumni clubs choose “Alumni Clubs”
- Employers and individuals choose “Individual”
- Student organization choose “Student”
- MSU campus organization, college/department/program, faculty/staff choose “MSU”

At the Club Login or Look Up My Information screen:
- For alumni clubs – the Username and Password are the same as those required to login to the Club Admin Panel.
  - If you do not recall this, simply click the “Skip this Step” button.

Project Contact
Enter the name of the alumni club/employer/individual/MSU representative coordinating the project – the project coordinator.
- Enter the phone number using the format 123-456-7890.
- The contact information will be posted on the service project website so project volunteers can contact the project coordinator if they have any questions.

Project Coordination
Enter the contact information of the alumni club/employer/individual/MSU representative coordinating the project.
- This information is for office use only and will not be publicly displayed. The address will be used only if promotional items become available.
- You will enter the location where the service project is taking place below.

Project Name
Include the name of the project.
Service Description
Include all information that pertains to the service project. Recommended information includes:

- Community partner description (can be taken from their website).
- Description of service/what volunteers will be doing.
- Note if you will be working outdoors and/or in variable temperature settings e.g., “We’ll be cleaning and organizing the freezers so, break out your Spartan winter gear to stay warm in the 30-45 degree coolers.”
- What to wear and/or bring e.g., “Wear long pants and closed-toed shoes and bring a shovel and/or rake if you have one, and consider bringing extra water and a pre-packaged snack.”
- Physical requirements associated with the project, if necessary, e.g., “Volunteers must be able to carry 20 lbs.”
- Note that you can enter website/URLs in this section, but they will not be active links. You can enter one website/URL in the Charity Website section below.
- You will enter parking, public transportation, information on where to meet, etc. in the Special Instructions field below.

Age Restrictions
Note if there are any age restrictions, e.g., “No children under 6,” or “All children under 12 must be accompanied by an adult.”

Service Date
Provide the date of the service project.

- For most projects, this is one date.
  - If the project takes place on multiple dates, you will have to register each date as a separate service project.
  - If the project is ongoing, e.g., seeking applications for mentors, enter the last date when applications will be accepted.

Registration Opens On/Registration Ends On
- For most projects, the opening date is the same date you’re entering the project information on the serve.msu.edu website, but this is at the discretion of the project coordinator.
- For the end date, this is up to the project coordinator based on the type of project and community partner/organization.
  - E.g., some community partners/organizations may require that the list of volunteers be provided to them several days in advance of the event.
  - For all SPARTANS WILL. SERVE Global Day of Service projects on April 13, 2019, the project registration will end on April 10, 2019. If a registration end date after April 10, 2019 is entered, this will be changed when the project is approved by the MSU Alumni office.

Service Location
- Provide the street address in the “Address 1” field.
- If there is additional information, e.g., “Room 3,” enter that in the “Address 2” and “Address 3” fields.
- The information entered into the “Address 1” and “Zip” fields should be that of the actual service location as that information will determine where the “pin” is placed on the map.
Category Type
Choose the type that best describes the service project. To choose more than one, hold down the SHIFT or CTRL button on your keyboard when choosing from the dropdown menu.

Charity Website
If you would like to enter the website of the community partner/organization that the service project is benefitting, enter it here. You can only enter one website/URL.

Special Instructions Regarding Location
Use this field to provide directions, parking and/or public transportation information, and the location of where volunteers should meet to register, if applicable.

Number of Volunteers Needed (this option is for “Alumni Clubs” projects)
Enter the total number of volunteers you are seeking for the project.

Other Volunteers Allowed (this option is for “Individual” and “MSU” projects)
Click the small checkbox and you will then be promoted for “how many.” Enter the total number of volunteers you are seeking for the project.

Do You Want To Be Notified Of New Volunteers
If you click the small checkbox, the project contact/project coordinator will receive an email when a volunteer registers.

After entering all of the above information, click the “Next Step” button at the bottom of the page.

2. REVIEW SERVICE PROJECT INFORMATION
Review all of the project information.
• If you need to edit anything, scroll back up to the top of the page and click on the small, green “edit” link in the upper left corner.

- Make any edits and click on the “Next Step” button at the bottom of the page.
- If you are also volunteering for the service project, enter the requested information in the Sign Up to Volunteer section and proceed through the next few steps until you get to the last step that presents you with two buttons – “Add Another Volunteer” or “Submit Service.”
  o If you are adding another volunteer, go through the same steps as above until you get to the last step that presents you with two buttons – “Add Another Volunteer” or “Submit Service.” Once all volunteers are entered, click the “Submit Service” button.
- If you are not volunteering for the service project, click the “Submit Service” button.
3. PROJECT SUCCESSFULLY SUBMITTED
   - After clicking on the “Submit Service” button in the above step, you’ll receive an on-screen confirmation that your service project has been submitted. You will not receive an email.
   - The project will be reviewed by the MSU Alumni office. Please allow up to two business days for approval.

4. PROJECT APPROVED
   - Once your project has been approved, you’ll receive an email confirmation sent to the email provided in the project contact field.
     - Save this email as it provides you with:
       - The link to your service project’s specific page.
         - The link is titled “Your Service Project’s Page >>.”
         - This page is unique to your project and you can use the page URL to promote the project and recruit volunteers.
       - The link to edit your project page and manage volunteers.
         - The link is titled “Edit Your Project.”
         - Like the link above, it’s unique to your project, but it is intended only for project management, not for project promotion, i.e., do not post this link in social media.
       - The “Edit Your Project” link allows you to:
         - Edit service project details, if necessary
         - Add or decrease the number of volunteers needed
         - Remove volunteers upon request
         - Find volunteer contact information
         - Send service project updates to volunteers
         - Specify volunteer signup notification preference – do you want to receive an email when a volunteer registers?
     - If you misplace this email, please contact Maria Giggy at giggym@uady.msu.edu or Elizabeth Wheeler at szufnar@uady.msu.edu to request that the link be emailed to you.

Refer to the “Managing a Service Project on serve.msu.edu” document on alumni.msu.edu/assets/PDFs/SWS-Managing-Project-Serve.pdf for details on how to utilize the "Edit Your Project" link.
PROJECTS THAT DO NOT REQUIRE “IN-PERSON” ATTENDENCE
EXAMPLE: FOOD, CLOTHING, SCHOOL SUPPLIES DRIVE

Why do we request that people “register” for a project like this?
- By registering and promoting your donation drive on serve.msu.edu, project coordinators are able to get an easy and accurate record of all those that participated, or are interested in participating. This allows for easy and effective communication before and after the project, and planning for future drives.
- We strongly encourage alumni clubs/employers/individuals/MSU to use the serve.msu.edu website as the main site for project coordination.

To get started... Go to serve.msu.edu. Follow the standard service project registration process, and use the following as a guide to assist in completing project information for the specified section(s).

**Project Name**
Include the name of the drive and the community partner/organization, e.g., Detroit Spartans Clothing Drive to benefit the Purple Heart.

**Service Description**
Include all information that pertains to the drive. Recommended information includes:
- Community partner/organization description (can be taken from their website)
- Recommended items for donations
- Drop-off location(s), date(s), and time(s)

**Service Date**
Provide the **final date** of the drive.

**Service Times**
Provide the times/business hours donations are accepted daily. If there are multiple times or staggered hours, use the Service Description section above to more fully explain.

**Service Location**
Enter the primary location where participants should drop-off donations. This location will also determine where the “pin” is placed on the map. If there are multiple locations, use the Service Description section above to more fully explain.

**Special Instructions**
Enter any additional information important for the drive.

**Number of Volunteers Needed**
Enter a high number, e.g., 200, so the project remains open for the duration of the drive.
PROJECTS THAT REQUIRE REGISTRATION WITH THE COMMUNITY PARTNER/ORGANIZATION

EXAMPLE: A SERVICE PROJECT WITH AN COMMUNITY PARTNER/ORGANIZATION THAT REQUIRES A BACKGROUND CHECK OR WAIVER FOR ALL PARTICIPANTS, OR HAS THEIR OWN REGISTRATION SYSTEM

Why do we request that people register here if they also have to complete a second registration with another organization?

- By registering and promoting your project on serve.msu.edu, project coordinators are able to get an easy and accurate record of all those that participated. This allows for easy and effective communication before and after the project, and planning for future projects.
- We strongly encourage alumni clubs/employers/individuals/MSU to use the serve.msu.edu website as the main site for project coordination.

To get started...

Go to serve.msu.edu. Follow the standard service project registration process, and use the following as a guide to assist in completing project information for the specified section(s).

Special Instructions

Explain that the community partner/organization also requires registration.

- If the community partner/organization has an online form, provide the link to that form in this section. The project coordinator will also want to contact the community partner/organization in advance of the service project to confirm that everyone has completed the additional registration.

OR

- The project coordinator may choose to email each volunteer with the instructions to complete registration with the community partner/organization, e.g., “This community partner requires that participants fill out a separate volunteer registration/waiver/liability form. Prior to the project date, you will receive an email from the project coordinator with instructions to complete this step.”