THE COMMUNITY ENGAGEMENT PLATFORM
ANALYZING COLLECTIVE IMPACT

VOLUNTEER MANAGEMENT
DATABASE TO TRACK ALL COMMUNITY ENGAGEMENT ACTIVITY
ASSESSMENT TOOLS TO GAUGE IMPACT

GWSERVES.GIVEPULSE.COM
LOGGING IN

MAKE SURE TO USE GW DOMAIN
GIVEPULSE:
https://gwserves.givepulse.com/group/128546-George-Washington-University

GW SINGLE SIGN-ON
USE THE SAME LOGIN AND PASSWORD AS GW EMAIL
CLAIMING YOUR PAGE

IF PAGE HAS NOT BEEN CREATED, REQUEST STUDENT ORG PAGE FROM GWSERVES SUPPORT (GWSERVES@GWU.EDU)

WHEN THE PAGE IS READY, YOU WILL BE SENT AN EMAIL TO CLAIM IT

ONCE LOGGED IN, YOU CAN ACCESS YOUR PAGE FROM THE "MANAGE" MENU
PERSONAL DASHBOARD AND NAVIGATION

QUICK ACCESS TO MANAGE FUNCTIONS

LINK TO DASHBOARD AND ACCOUNT INFO

KEEP TRACK OF YOUR ACTIVITY ON THE SITE

YOUR ORGS WILL BE LISTED HERE

(Example) Student Group

Welcome to (Example) Student Group! As an admin, create your first event using the manage options above or here.
STUDENT ORG PAGE

ACCESS TO MANAGEMENT TOOLS IS THROUGH THE BLUE MANAGE BUTTON
MANAGE A GROUP: UPDATE DESCRIPTION

PLEASE HELP US TELL OTHERS ABOUT YOUR STUDENT ORGANIZATION BY PROVIDING A ROBUST DESCRIPTION OF YOUR ORGANIZATION AND STUDENT SERVICE ACTIVITIES

• CLICK THE “EDIT CLASS” BUTTON
• NAVIGATE THE RESULTING TABS TO MAKE UPDATES TO YOUR COURSE, PARTICULARLY THE DESCRIPTION
MANAGE A GROUP: CUSTOMIZED SETTINGS

YOU WILL GET BETTER INFORMATION BY ADJUSTING THESE SETTINGS.

1. Set to NOT pre-fill the Add Impacts button.
2. If you want to, set so that any impact your members share will automatically be shared with your organization.
TIP FOR BETTER REPORTING

- Under the “Customize” menu, select “Impacts.”
- Under the “Group Settings” tab:
  - Scroll down to “Impact Button Behavior” and select “Do not preset group.”
  - Also change “Always Share Impacts” to “Yes.”

This step will prompt group members to indicate what Community Organization they served with, while also making sure that their impact report is shared with your student group.
MANAGE USERS

- Use the “users” menu to select “manage users”

- Use “configure layout” option in upper right to select the fields you want to see. Be sure to scroll down to the green apply button. Our recommendations are:
  - User
  - User Roles
  - Total Hours
  - Last Impact
  - Date Joined
  - Email
  - First Impact
  - Total Impacts

- Scroll to the right to see the Actions column, which can be used to:
  - Assign roles to specific users (administrator, check-in attendant, etc.)
  - Send messages to individuals or groups
    - People who have joined your group (members)
    - People who have reported impacts (participants)
**MANAGE USERS**

NOTE: DEPENDING ON THE SEARCH AND FILTERS APPLIED, THE EXPORT WILL RELATE TO WHAT YOU SEE
REPLACING ADMIN OF STUDENT ORG

WHEN LEADERS OF YOUR ORGANIZATION GRADUATES OR YOU SIMPLY WANT TO CHANGE THE RESPONSIBILITY OF A MEMBER, THE CURRENT ADMIN OF THE PAGE IS ABLE TO SWITCH THE ADMIN OVER TO ANOTHER MEMBER.

ADD USER IF WANT TO MAKE A NEW USER A MEMBER:

MAY ADD A WHOLE NEW USER COMPLETELY, WHERE THEY CAN CLAIM THEIR ACCOUNT AND BE ADMIN IMMEDIATELY BY PROVIDING FIRST, LAST NAME, AND EMAIL

OR

SELECT A USER FROM THE GW NETWORK THAT ALREADY HAS AN ACCOUNT

OTHERWISE, GO TO MANAGE USERS, SELECT A CURRENT MEMBER, GO TO THE ACTION BUTTON AND CAN REMOVE/ADD ADMIN FROM THERE
MANAGE IMPACTS

- Review reported service (sort by hours or by date of last impact)
- Review details of reported impacts (Action menu)
- Review student comments and reflections
- Verify Impact Reports
- Our recommendations for “Configure Layout”
  - Name, Start Date, Verifier, Hours Served, Verified, Date Created, Verified Date
  - Remember to scroll to the bottom to save the Configure Layout
**VERIFYING IMPACTS**

Click the Impacts tab and select ‘Manage Impacts’.

**WHAT’S AN IMPACT?:** On GivePulse, we use the term Impacts as an umbrella term to describe all potential forms of community engagement.

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<table>
<thead>
<tr>
<th>Name</th>
<th>Impact Date</th>
<th>Primary Group</th>
<th>Event</th>
<th>Hours Served</th>
<th>Verified</th>
<th>Dollar Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alex Karev</td>
<td>04/18/2019 4:05pm</td>
<td>Fido’s Food Pantry - Saturdays</td>
<td>Sorting</td>
<td>0.00</td>
<td>Pk</td>
<td></td>
</tr>
<tr>
<td>Eve Polastri</td>
<td>04/18/2019 1:17pm</td>
<td>Fido’s South Campus</td>
<td>Empty</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Filter & Sort with Various Options:**
  - Use actions menu to verify many impacts.
  - Use bulk actions menu to verify a single impact.

- **Verify a Single Impact:**
  - Click here for a video.

- **Manage with Various Options:**
  - Click here to sort & view pending impacts.
  - Update impacts filters with various options.

- **Bulk Actions:**
  - Use bulk actions menu to verify many impacts.

- **Filter with Various Options:**
  - Sort, filter, search within each column of data.
EXPORTING AND REPORTING

EXPORT USING ACTIONS IN THE TOP-RIGHT TO GET AN EXCEL DOCUMENT OF WHAT YOU SEE ON-SCREEN.

EXPORT FROM THE ADMIN NAVIGATION TABS TO SEE ALL DATA

CLICK HERE FOR A VIDEO
CREATING EVENTS

Why Create an Event (or project) in Givepulse?

- Givepulse facilitates online volunteer registration (including dates and shift times)

- Use Givepulse to check-in registered participants at the event

- Assign different staff members to manage certain projects or events. Making them the point of contact and verifier.

- Report data for certain projects separately.

This option isn’t for everyone. If you already have volunteer registration on your own website, then Just link students to your webpage in your Givepulse page description.
CREATING EVENTS

SELECT FROM THE MANY EVENT TYPES

- Name *
  A great name is unique and descriptive

- Type *
  - Volunteer Opportunity
  - Single Day
  - No Shifts/Timeslots

- When *
  - Start Date: 06/13/2019
  - Start Time: 11:00 am
  - End Time: 3:00 pm

- Timezone *
  (GMT-06:00) Central Time (US & Canada)

- Participants Needed *
  Number of spots available or the maximum number of registrants allowed/needed.

- Administrator *
  Nicole Bavon
  You may choose anyone from your network to be the primary administrator.
  To search, start typing their name or email address.

- Privacy Level *
  - Public

MAKE IT PUBLIC TO THE WORLD, PRIVATE TO SPECIFIC GROUPS, YOUR NETWORK, A PART OF THE NETWORK ETC.,

APPLY SHIFTS TO THE EVENT?

CLICK HERE FOR A VIDEO
CREATING EVENTS

When you are serving with a community partner often, consider these two things

1. Reaching out to that community partner and ask them to get into contact with us (GWServes) in order to help them create an event for just student orgs.

   - If they agree, once the event is created on their end you can promote their event on your student org page (visual instructions on slides 17-18)

2. If they do not agree or you are having trouble getting into contact with them, create your own event that is for that particular community partner and include the address of the place you will be serving. (Visual instructions on slide 20)
PROMOTING EVENTS

GO TO COMMUNITY PARTNER PAGE YOU ARE SERVING WITH AND CLICK THEIR EVENTS, SELECT THE ONE THAT APPLIES TO GW COURSES

MAY HAVE TO SCROLL TO THE BOTTOM TO FLIP THROUGH THEIR EVENTS TO FIND YOURS
PROMOTING EVENTS

GW Student Org Service Opportunity

Open Opportunity

Raising A Village Foundation / Events / GW Student Org Service Opportunity

Home  Contact  Register

About

To build safe, healthy and whole communities by increasing access to education, health and wellness, and the arts in underserved areas.

ONCE CLICKED ON SPECIFIC EVENT YOU CAN CLICK ON THE PROMOTE BUTTON FOR IT TO BE VISIBLE ON YOUR COURSE PAGE
### Exporting Promoted Events

Can see all promoted events, these will all show up on display on your page.

Export from the actions tab to see all data.

Below are your events that have been or are being promoted by other groups.

<table>
<thead>
<tr>
<th>Promoted Group</th>
<th>Your Event</th>
<th>Event Date Info</th>
<th>Request Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLP 1111 Women and Leadership Symposium</td>
<td>Conversation on Community Engaged Scholarship: The Big Data Share</td>
<td>Thursday, September 5th, 2019</td>
<td>07/08/2019</td>
<td>Approved</td>
</tr>
<tr>
<td>BADM 1002 11 First Year Development</td>
<td>Conversation on Community Engaged Scholarship: The Big Data Share</td>
<td>Thursday, September 5th, 2019</td>
<td>07/08/2019</td>
<td>Approved</td>
</tr>
<tr>
<td>GTCH 1002 Step 2: Inquiry Based Lesson Design</td>
<td>Conversation on Community Engaged Scholarship: The Big Data Share</td>
<td>Thursday, September 5th, 2019</td>
<td>07/08/2019</td>
<td>Approved</td>
</tr>
<tr>
<td>GW Operation Impact</td>
<td>Conversation on Community Engaged Scholarship: The Big Data Share</td>
<td>Thursday, September 5th, 2019</td>
<td>07/08/2019</td>
<td>Approved</td>
</tr>
</tbody>
</table>
CREATING COMMUNITY PARTNER EVENT ON YOUR PAGE

**START BY NAMING THE EVENT THE COMMUNITY PARTNER YOU ARE SERVING WITH.**

**You can keep it as an open opportunity, but if you have specific time slots your student org does with this particular community partner on a continual basis, go ahead and adjust the type to have specific timeslots.**

**For participants, keep the number high that way a lot of students can sign up.**

**Make sure to put the address of the community partner you are serving.**

**Put in the description what you would be doing/If there is a specific way that community partner has you all sign up for their shifts.**
MANAGE AFFILIATIONS

As a student org you are able to affiliate with community partners. This is when one group displays all or some of its events on another group’s page. Note: You may always remove or deselect specific events and opportunities even when they are approved to display all their events on your group page.

Click on "Network" then choose "Manage Affiliations". You are able to choose whether you want your events to be shown on their page or not (and vice versa).

Click the down tab on the action button to choose to hide their events on your page or your events on their page.
Through logging hours on GivePulse, organizations can highlight top community partners, students who volunteered the most, top volunteer of the year, etc. that can be featured on Instagram.
Log over 100 hours of community service between April 25, 2022 and April 24, 2023 and you will earn the President’s Volunteer Service Award issued by the White House. You’ll receive a lapel pin signifying the amount of service hours you have completed along with a silver service cord if you are graduating.

- Bronze Level: 100 to 174 hours
- Silver Level: 175 to 249 hours
- Gold Level: 250 hours or more
QUESTIONS?

Email the Nashman Center
gwserves@gwu.edu

Visit the Givepulse support site
support.givepulse.com