

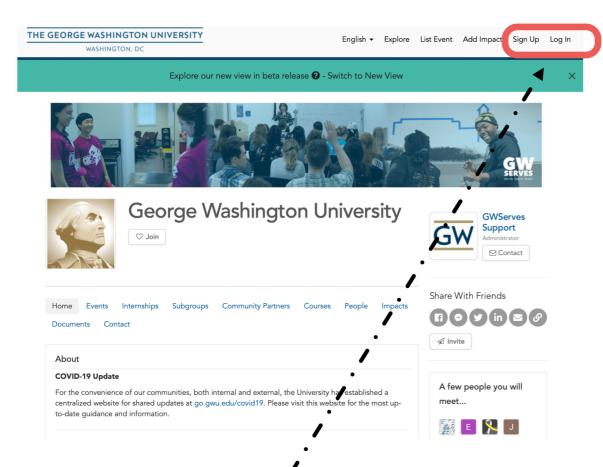
#### THE COMMUNITY ENGAGEMENT PLATFORM ANALYZING COLLECTIVE IMPACT

VOLUNTEER MANAGEMENT DATABASE TO TRACK ALL COMMUNITY ENGAGEMENT ACTIVITY

ASSESSMENT TOOLS TO GAUGE IMPACT

# LOGGING IN

MAKE SURE TO USE GW DOMAIN GIVEPULSE: <u>https://gwserves.givepulse.com/group/1</u> 28546-George-Washington-University



#### GW SINGLE SIGN-ON

USE THE SAME LOGIN AND PASSWORD AS GW EMAIL

➡ Log in via GWU	
Log in using your George Washington University username and password.	
click for more options	LOGIN IF YO HAVE AN ACCOUNT
<b>f</b> Log in with Facebook	ALREADY
<b>G</b> Log in with Google	
➡ Single Sign On (SSO)	
or	
Email	
Password	
Forgot Password	-
Log In	
Don't have an account? Sign Up	

## 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

	The George Washington University
P	Welcome to (Example) Student Group
	To: Sierra Lange,
	Reply-To: GW Serves GW Serves

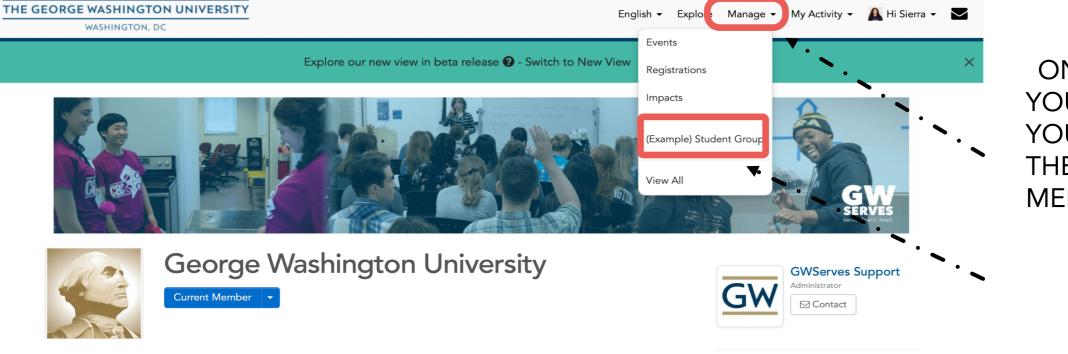
THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC

Hi Sierra Lange,

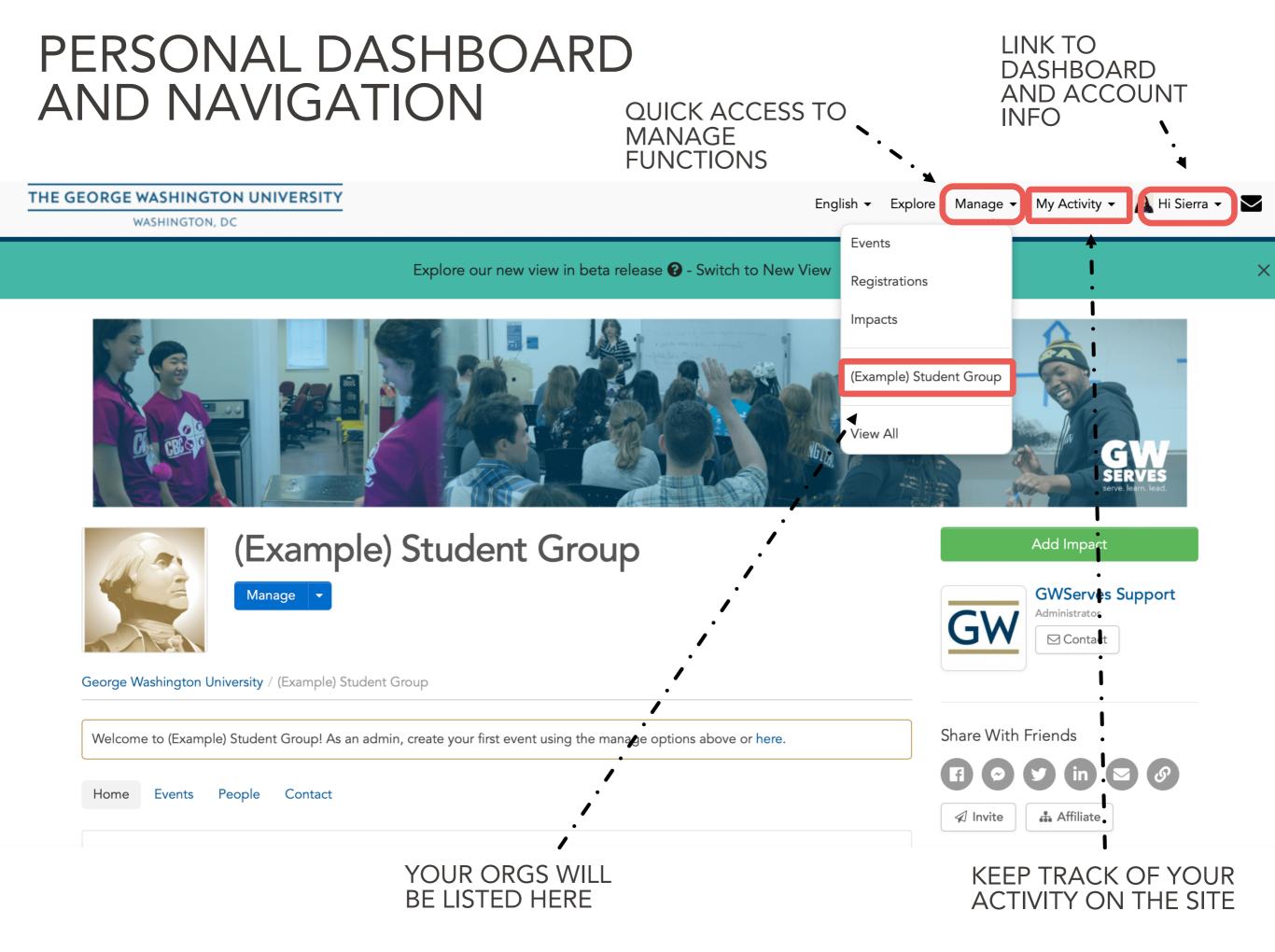
You are now a member of (Example) Student Group!

As a member, you're able to view and register to private events and opportunities and much more.



ONCE LOGGED IN, YOU CAN ACCESS YOUR PAGE FROM THE "MANAGE" MENU

🔁 Inbox - si...mail.gwu.edu 10:32 AM

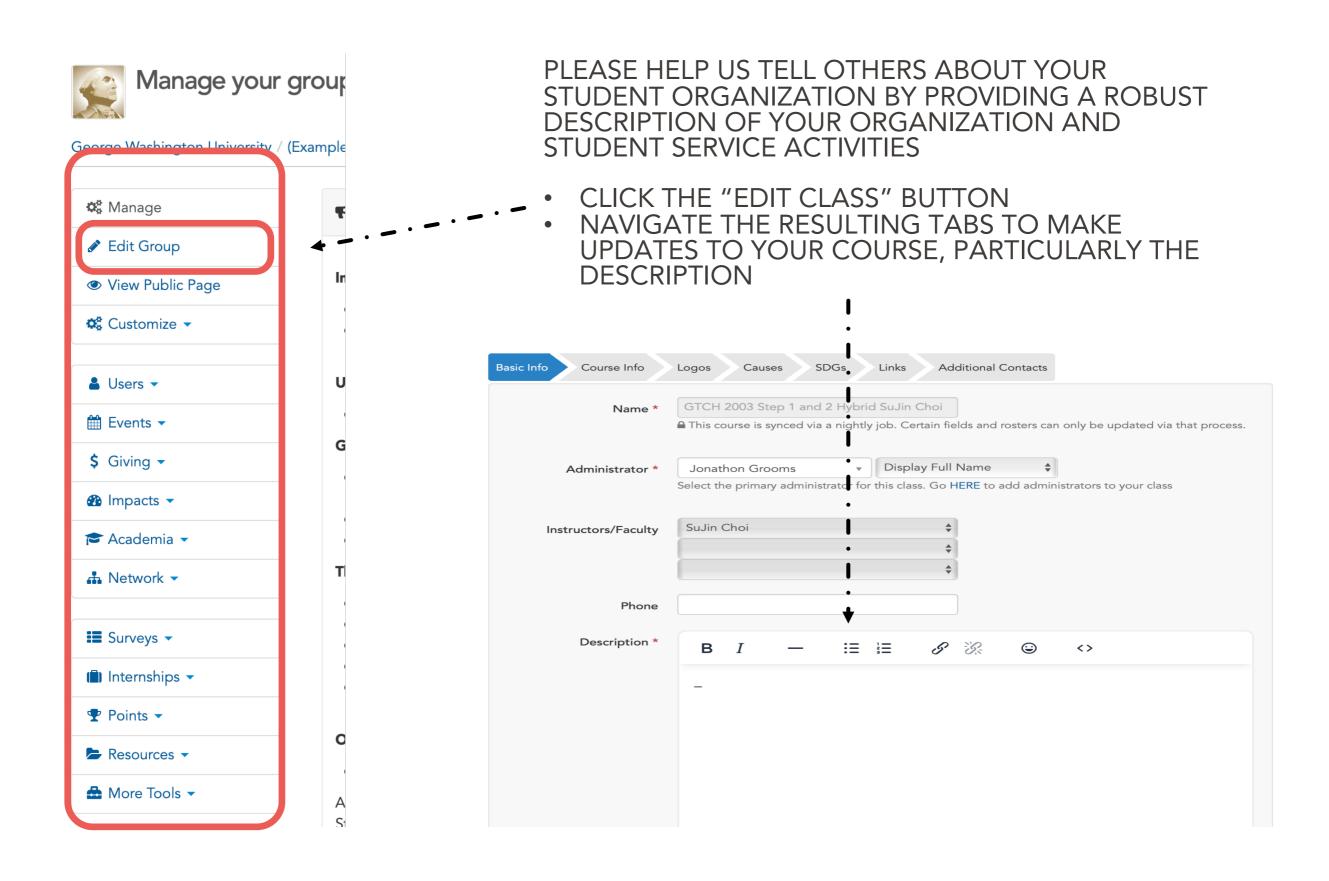


#### STUDENT ORG PAGE



UNIVERSITY		English - Explore Manage - M
Explore our ne	ew view in beta release 🚱 Switch to New Vie	ew
(Example) Studen	t Group	Add Impact         GWServes Support         Administrator         Image: Contact
Welcome to (Example) Student Group! As an admin, create your first ev	vent using the manage options above or here.	Share With Friends
Home Events People Contact		Invite Affiliate
About		
Example		A few people you will meet
Causes		🔬 로 🙌 🚱

#### MANAGE A GROUP: UPDATE DESCRIPTION



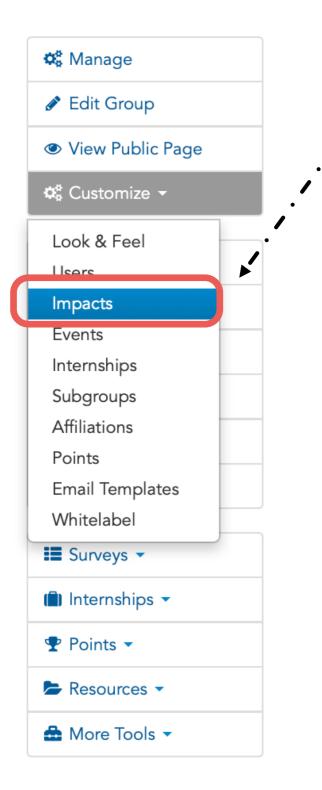
#### MANAGE A GROUP: CUSTOMIZED SETTINGS

Manage your	group
George Washington University	(Example
🗱 Manage	Ŧ
🖋 Edit Group	
View Public Page	In
🗱 Customize 🗸	
🛔 Users 👻	U
🛗 Events 👻	
\$ Giving <del>-</del>	G
🍘 Impacts 👻	
🔁 Academia 👻	
🚠 Network 👻	T
📰 Surveys 👻	
🗐 Internships 👻	
Points	
► Resources	C
🚔 More Tools 👻	A

#### 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" MENUE, 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"

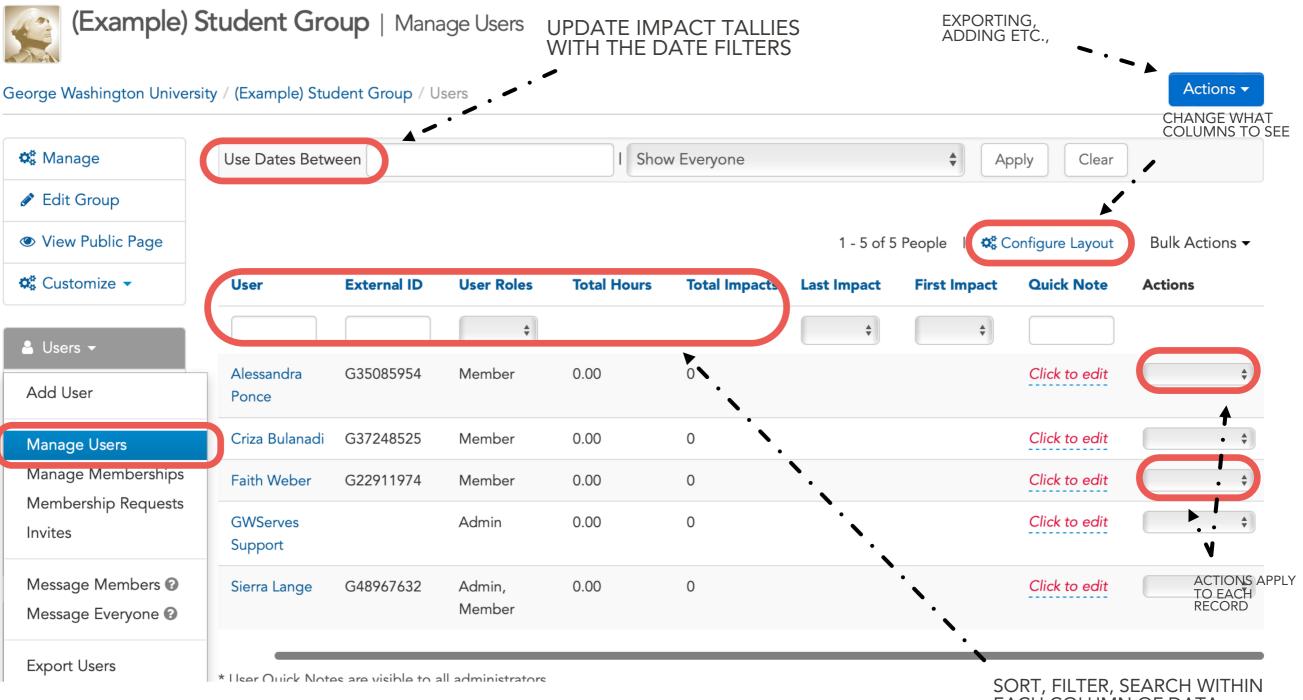
mpact Button Behavior	✓ Do not preset group Preset my group	€ pact" from yo
Always Share Impacts	Yes If yes, when your members Impacts." Note the user ma	1 5

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:
  - o User
  - o User Roles
  - o Total Hours
  - $\circ$  Last Impact
  - o Date Joined
  - o Email
  - First Impact
  - o Total Impacts
- Scroll to the right to see the Actions column, which can be used to:
  - o Assign roles to specific users (administrator, check-in attendant, etc.)
  - $\circ$   $\,$  Send messages to individuals or groups  $\,$ 
    - ✓ People who have joined your group (members)
    - $\checkmark$  People who have reported impacts (participants)

#### MANAGE USERS



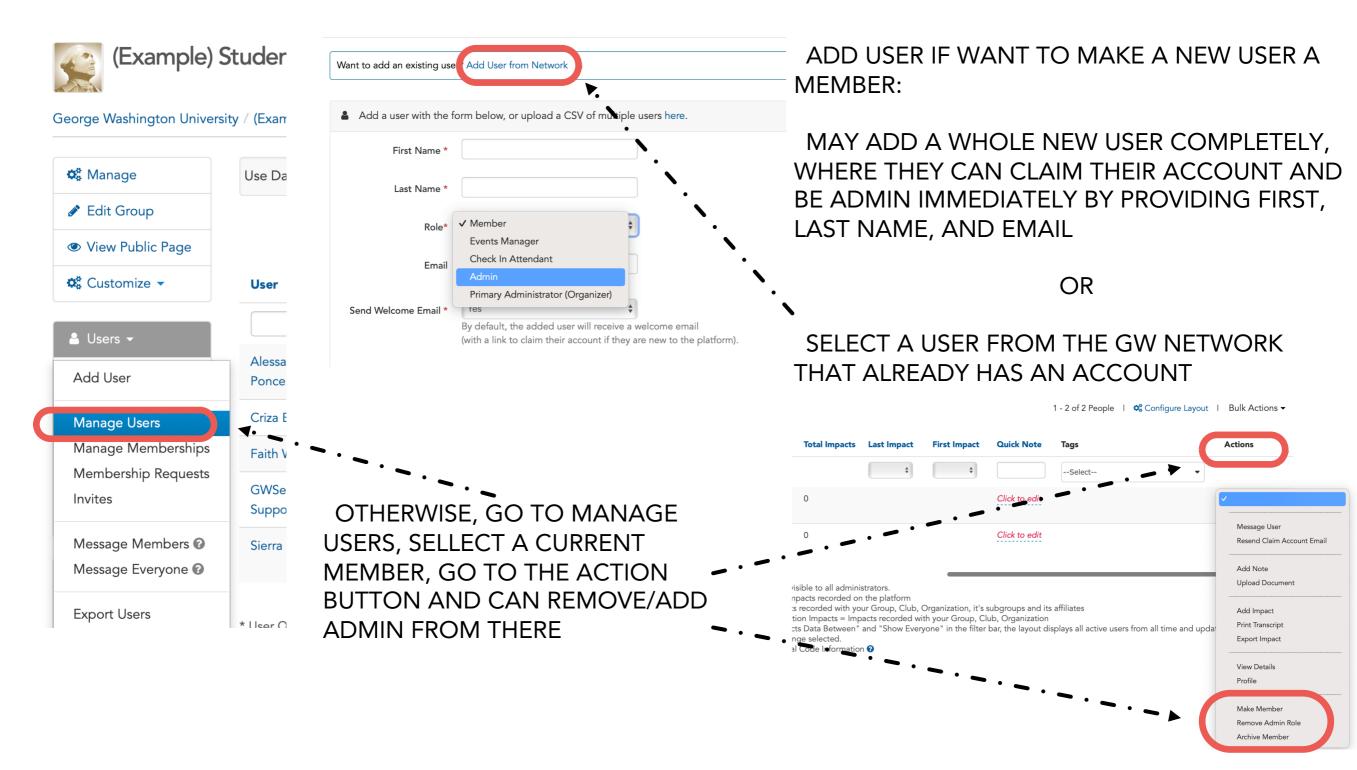
EACH COLUMN OF DATA



NOTE: DEPENDING ON THE SEARCH AND FILTERS APPLIED, THE EXPORT WILL RELATE TO WHAT YOU SEE

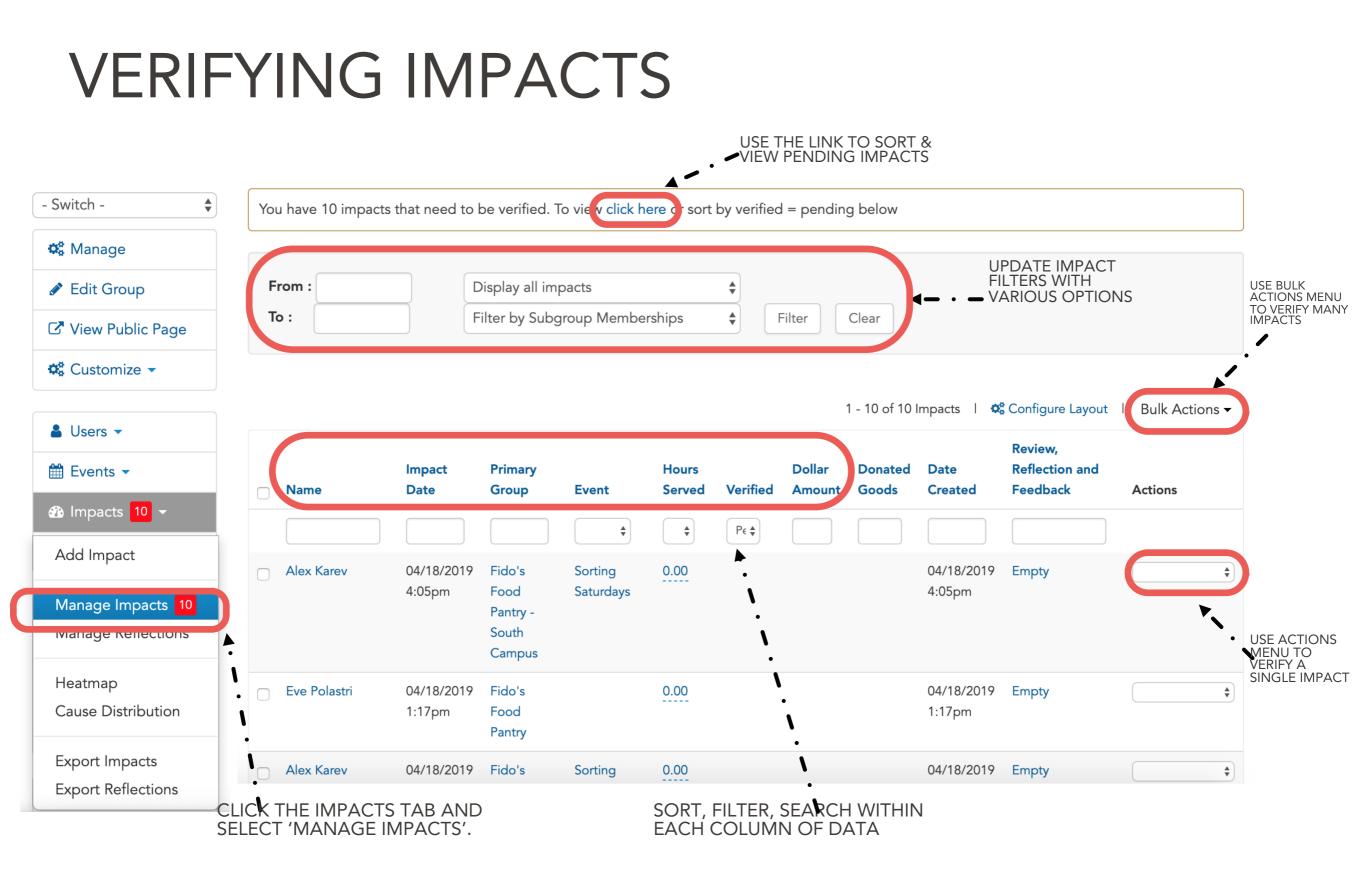
# REPLACING ADMIN OF STUDENT ORG

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.



# 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



WHAT'S AN IMPACT?: ON GIVEPULSE, WE USE THE TERM IMPACTS AS AN UMBRELLA TERM TO DESCRIBE ALL POTENTIAL FORMS OF COMMUNITY ENGAGEMENT.

# EXPORTING AND REPORTING

												Add Us Add use	<b>er</b> er from N	letwork
	Impact	t Data Between	06/01/201	9 - 07/08/2019	I Show	w Everyo	one			<b>♦</b> Fil	ter	CI Banned	Users	
Manage												Archive	d Users	
• Edit Group									1 - 20 of 61	People	📽 Confi	gu Messag	e Users (	9
View Public Page						T- Shirt	GivePulse	Total	Date of	Group	Group	L Export		
🖁 Customize 🔻		User	User Roles	Primary Email		Size	Hours	Hours	Birth	Impacts	Hours	Impact	Note	Tags
			<b></b>									<b>+</b>		
Users 🔻		Alex Karev	Member,	karev@sloangrey.com		Adult	0.00	0.00		0	0.00	04/27/2019	update	
Add Users			Participant, Registrant			L								
Manage Users		Amy Elliot-	Member,	amy@amaze.com		Adult	5.00	5.00		1	5.00	06/19/2019	Click	
Nanage Memberships		Dunne	Participant, Registrant			S					<i> </i>		to edit	
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Export Users												ON-SC		
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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**

X Manage	Name *	A great name is unique and descriptive	· · · · · · · · · · · · · · · · · · ·		
Z View Public Page		▼	,		APPLY SHIFTS
🗱 Customize 👻	Туре *	Volunteer Opportunity Single Day	No Shifts/Timesl	lots	EVENT?
Users -	When *	Start Date         Start Time         End           06/13/2019         11 ↓         00 ↓         am ↓         3	Time ◆ 00 ◆ pm ◆		
🗎 Events 👻					
Add Event	Timezone *	(GMT-06:00) Central Time (US & Canada)	\$		
Add Event Template	Participants Needed *	20			
Manage Events		Number of spots available or the maximum numb	er of registrants allowed/needed	d.	
Manage Templates	Administrator *	Dian	lay Full Name 🔶		
Manage Registrations	Administrator	Nicole Bavon <ul> <li>Disp</li> <li>You may choose anyone from your network to be anyone from your network</li></ul>	-		
Manage Shifts		To search, start typing their name or email address	5.		
Manage Recurrences				MAKE IT PUBLIC TO THE PRIVATE TO SPECIFIC GR	WORLD, OUPS.
Promoted Events Shared Events	Privacy Level	Public 🗘 🗘	<b>A</b> — · — · — · —	YOUR NETWORK, A PAR NETWORK ETC.,	T OF THE
Export Events	• Start Address	234 Main Way 🧳 Edit			
Export Registrations	•	Austin TX 78701			
Export Shifts					
	End Address	n/a 🕜 Edit			

# 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)
- 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



# PROMOTING EVENTS



#### GW Student Org Service Opportunity Open Opportunity

Register Add Impact



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

Home Contact	Register		Share With Friends
About			✓ Invite ● Promote
To build safe, health the arts in underser		ng access to education, health and wellness, and	
		ONCE CLICKED ON SPECIFIC EVENT YOU CAN CLICK ON THE PROMOTE BUTTON FOR IT TO BE VISIBLE ON YOUR COURSE PAGE	

#### EXPORTING PROMOTED EVENTS

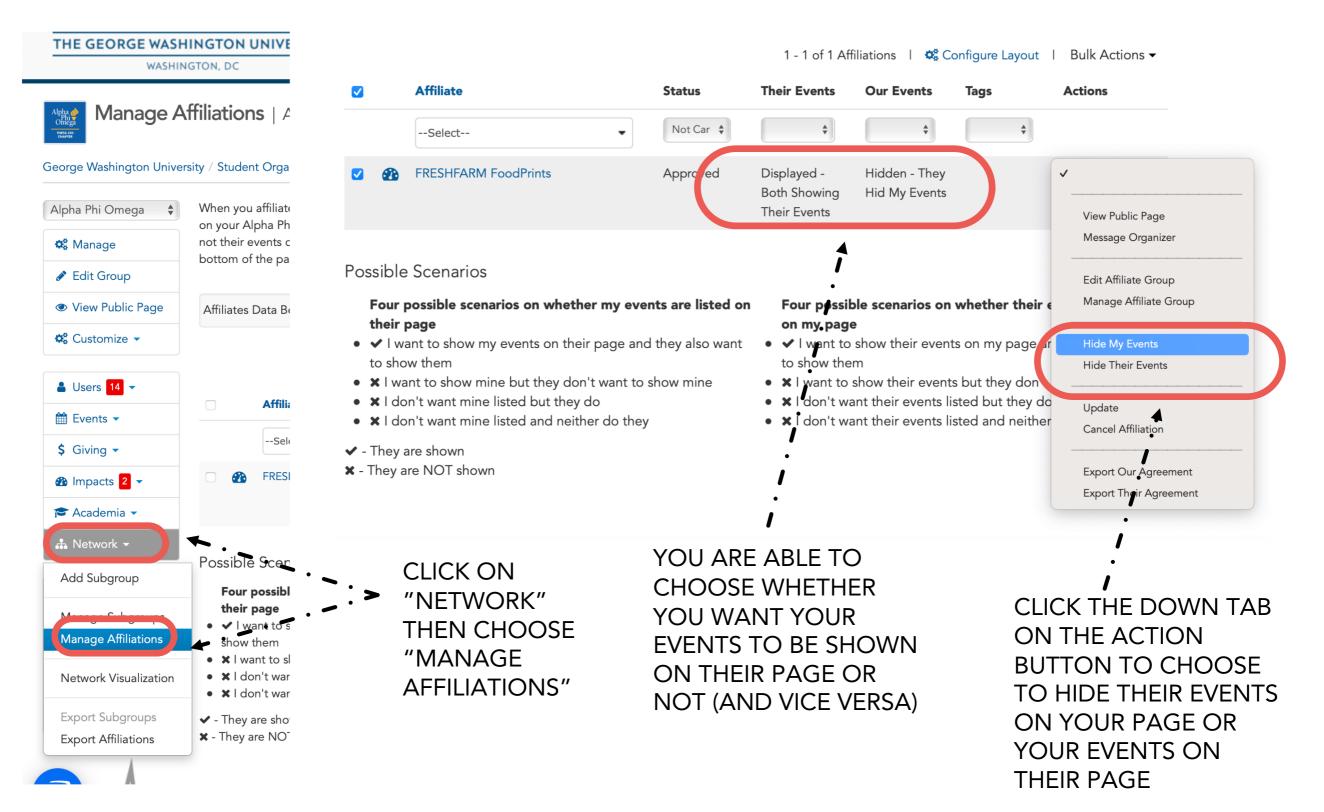


#### CREATING COMMUNITY PARTNER EVENT ON YOUR PAGE

		COMMUNITY PARTNER YOU ARE SERVING WITH
Name *	Flising A Village Service Opportunity	
	A great name is unique and descriptive	
Virtual/Remote Opportunity	No 🖨	
Type *	Volunteer Opportunity   Open Oppo   No Shifts/Timeslots	YOU CAN KEEP IT AS AN OPEN OPPORTUNITY, BUT IF YOU HAVE SPECIFIC TIME SLOTS YOUR STUDENT ORG DOES WITH THIS PARTICULAR
Timezone *	(GMT-05:00) Eastern Time (US & Canada)	COMMUNITY PARTNER ON A CONTINUAL BASIS, GO AHEAD AND ADJUST THE TYPE TO
Participants Needed *	200 Number of spots available or the maximum number of registrants allowed/needed.	HAVE SPECIFIC TIMESLOTS
Administrator *	GWServes Support Display Full Name Select an admin, event manager, member in your group, or an admin of an affiliate organization.	FOR PARTICIPANTS, KEEP THE NUMBER HIGH THAT WAY A LOT OF STUDENTS CAN SIGN UP
Privacy Level	Public 🗘	
Start Address	Address Line 1	
	Washington DC 20052 United States	<ul> <li>MAKE SURE TO PUT THE ADDRESS OF THE COMMUNITY PARTNER YOU ARE SERVING</li> </ul>
	Address Notes	
End Address	n/a	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
Description *	$R \ I \ - \ := \ \mathscr{R} \ \mathscr{B} \ \Leftrightarrow $	

#### 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 ANOTHERS 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



# POTENTIAL AWARD FOR STUDENT ORG

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



top community partner, Latino Student Fund. This organization provides educational access to underfunded communities. We wanted to highlight Nicole, who had the most hours this month! 9 minutes ago

# PRESIDENT'S VOLUNTEER SERVICE AWARD (PVSA)

#### Presidential Recognition For Your Volunteers:

The President's Volunteer Service Award is an opportunity to honor your most outstanding volunteers and recognize the impact they make.

Learn More



Log over 100 hours of community service between April 25, 2022 and April 24, 2023 and you will earn the <u>President's Volunteer Service Award</u> 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



THE COMMUNITY ENGAGEMENT PLATFORM ANALYZING COLLECTIVE IMPACT

#### **QUESTIONS?**

**Email the Nashman Center** 

gwserves@gwu.edu

Visit the Givepulse support site

support.givepulse.com