



THE OHIO STATE UNIVERSITY

OFFICE OF VOLUNTEER RELATIONS

VolunteerMatch

Ohio State VolunteerMatch

Opportunity Approval Guide for Administrators

Office of Volunteer Relations

800.762.5646

Michell Domke, Director
domke.8@osu.edu

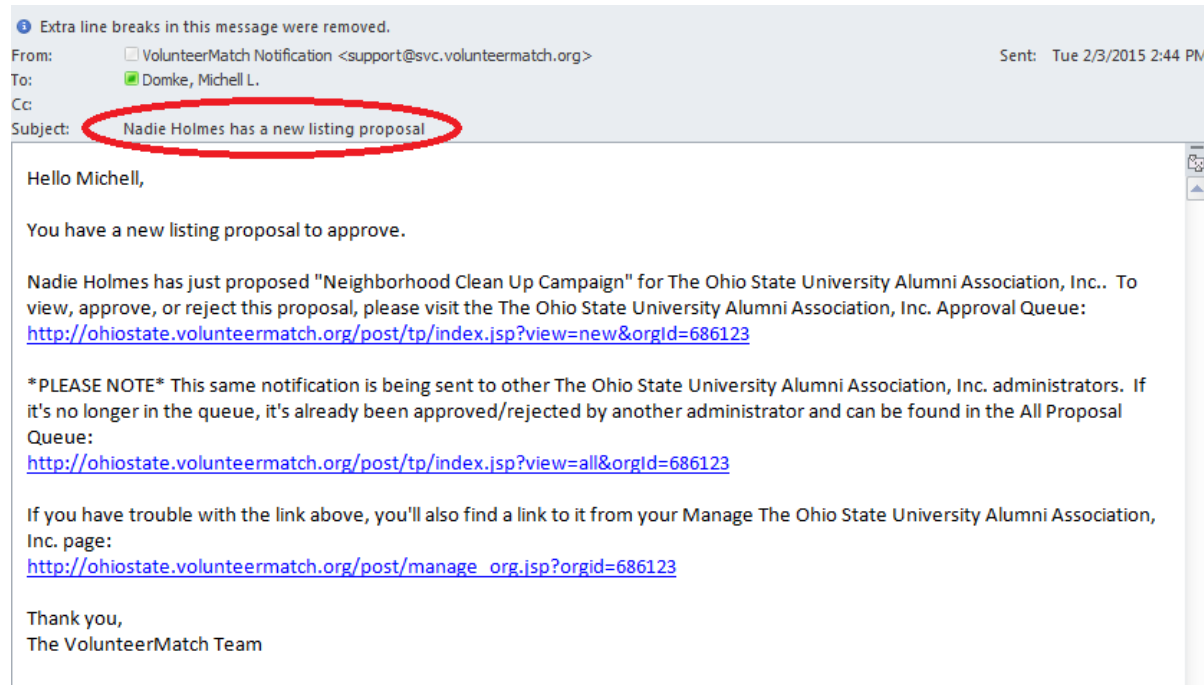
Nadine Holmes, Associate Director
holmes.115@osu.edu

December 2014



- Any volunteer with an **Ohio State VolunteerMatch** account can **Suggest an Opportunity** to any microsite.
- As an administrator, you need to be prepared to review and approve, edit, or deny the suggested opportunity.
- This guide will take you step-by-step through the process.

Step 1: You will receive an email indicating someone has posted an opportunity for approval.



Click link to view

Note: All Admins on a microsite will receive the same notice.

Work within your team to determine who should respond.

Step 2: After signing in, you will be taken to the **Opportunity Queue** for your microsite.

- All opportunities should be reviewed **BEFORE** they are either approved or rejected.
- To review, click the **Edit** under the Action column

SEARCH FOR OPPORTUNITIES NEAR

e.g., environment or mentoring e.g., 90210 or New York, NY

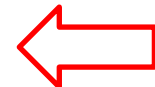
[Account Home](#) [Special Event](#) [Hours Tracking](#) [Reports](#) [Customize](#) [Personal Volunteering](#) [Resources](#)

[My Account](#) | [Special Events](#) | [Manage The Ohio State University Alumni Association, Inc.](#) | Opportunity Queue

Opportunity Queue for The Ohio State University Alumni Association, Inc.

View employee-entered opportunities.

<input type="checkbox"/>	Opportunity Information	Location	Description	Comments	Entered By	Entered On	Action
<input type="checkbox"/>	Test	2200 Olentangy River Columbus, OH 43210	Test		Thomas Lee	Jul 25, 2014 12:59 PM	Approve Reject Edit
<input type="checkbox"/>	Alumni Park Clean Up	The Park 123 Street Columbus, OH 43211	Alumni participants will be assigned a partner and an area in the park. They are responsible for picking up all trash and litter in that area and placing it in the garbage bags that are provided. Once their area is clean they need to bring the garbage bags to a designated area and help load them on the truck for disposal. A volunteer t-shirt will be provided, but each volunteer must bring their own gloves	Please approve my activity Kimberly :)	Michell Domke	Dec 9, 2014 4:33 PM	Approve Reject Edit
<input type="checkbox"/>	Alumni Park Clean Up	789 Park Street Fun Town, OH 43201	We are cleaning up a very dirty park - we need your help!		Michell Domke	Dec 9, 2014 5:21 PM	Approve Reject Edit
<input type="checkbox"/>	Buckeyes Give Back Park Clean Up	567 Park Street Columbus, OH 43201	Buckeyes love cleaning parks - go bucks! We will have trash bags, cans, and umbrellas..	Please approve my opportunity :) Kimberly, my event is really great.	Michell Domke	Dec 10, 2014 9:20 AM	Approve Reject Edit

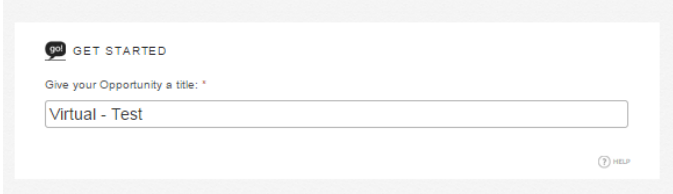


or all marked opportunities.

Step 3: Review the information provided and ask yourself the following questions:

- Is this opportunity a good fit for my college or unit's microsite?
- Does this opportunity coordinate Buckeyes to volunteer with or in the name of Ohio State?
- Is the opportunity title and description clear?
- Are there spelling or grammatical errors?

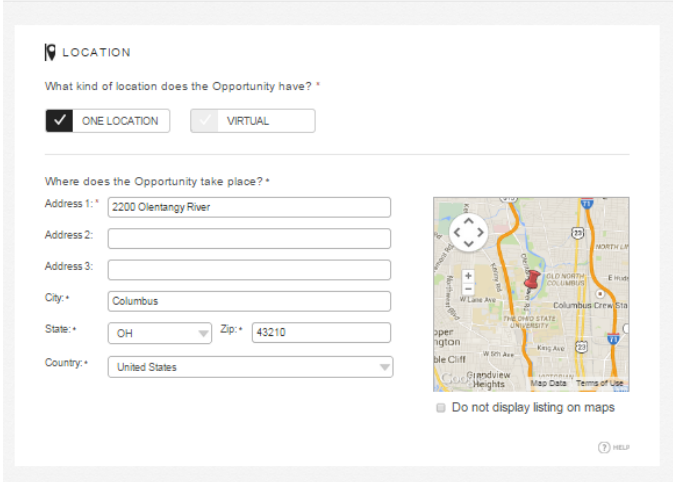
Then click  at the bottom of the page.



GET STARTED

Give your Opportunity a title: *

[HELP](#)



LOCATION

What kind of location does the Opportunity have? *

ONE LOCATION VIRTUAL

Where does the Opportunity take place? *

Address 1: *

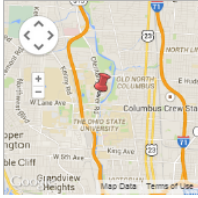
Address 2:

Address 3:

City: *

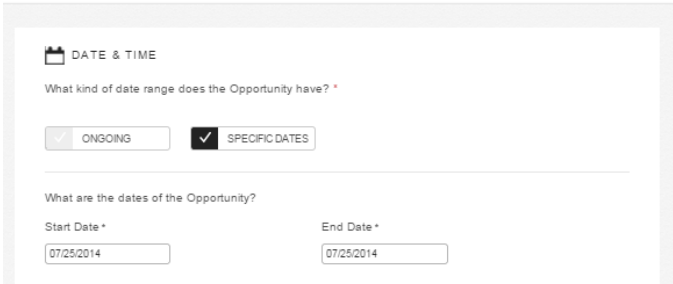
State: * Zip: *

Country: *



Do not display listing on maps

[HELP](#)



DATE & TIME

What kind of date range does the Opportunity have? *

ONGOING SPECIFIC DATES

What are the dates of the Opportunity?

Start Date *

End Date *

Step 4: Volunteers who suggest an opportunity are automatically added as the **Project Leader** when you approve their project but they do not have the ability to add all of the necessary details.

You have 2 options:

1. Use this [checklist](#) to collect additional information from your suggester.
2. Upgrade your suggester's access level by making them an **Opportunity Admin** and let them know that they can edit their project and add additional details themselves.

Checklist for submitting new volunteer opportunities


Please provide the following additional information to Kimberly Lowe (clubs) or Craig Little (societies) after you have suggested a volunteer opportunity on Ohio State VolunteerMatch – volunteer.osu.edu. They will review your submissions and either approve them or reach out to you for more information.

- What is the minimum age required for your project? (i.e. can children participate?)
- What search radius do you want to include in this opportunity? (i.e. 43210-15) Default coverage is based on the zip code listed on your volunteer opportunity. Indicate a choice below if you need another search radius.
 - Search radius choices with Columbus as an example:**
 - Current zip code listed only
 - Columbus, OH
 - Metro County of Franklin
 - State of Ohio
 - National
- Do you want to have hours automatically added to the participant's record? If so, how many hours? (i.e. 4 hours per volunteer)
- Do you want to add a photo to your opportunity?
- Do you have any custom questions to add to this opportunity? You can add up to 5 questions. (i.e. what size t-shirt do you need?)
- Do you have a special greeting you want volunteers to receive once they sign up? If not, they will receive the standard greeting (aka confirmation email)
- Do you have any documents to attach to your opportunity? (i.e. club/society activity interest form)
- You can send a pre-project alert before the opportunity reminding volunteers. Would you like to schedule an alert? If so, what do you want it to say? How far in advance of the event date do you want it sent? Any specific information you want to add? (i.e. a map of the park area)
- You can also send a post project message. Do you want to schedule a post event message? If so, what do you want it to say? (i.e. thanks for participating in our clean-up project!)

Office of Volunteer Relations


How to give your suggester **Opportunity Admin** level access:

1. Click Edit


Location 2200 Olentangy River Road Columbus, OH 43210	Date Fri Feb 27, 2015, 08:00 AM - 12:00 PM
Opportunity Admin Position Open Assign someone or enable leader recruiting. 	Attendance Unlimited volunteers

2. Click Assign a leader & Next

LEADER OPTIONS


Assign a leader 

Recruit a leader






3. Enter suggester's email, select Opportunity Admin and click Save

ASSIGN & SET PERMISSION LEVEL

Opportunity Admin 

Opportunity Leader

 **WHAT'S THE DIFFERENCE BETWEEN THESE?**

 BACK 

To add the additional information yourself, scroll down the page to see **tabs** for **Recruitment**, **Communication**, and **Hours Tracking**. Use the edit buttons to make changes.

RECRUITMENT COMMUNICATION HOURS TRACKING

LAST DAY TO SIGN UP
Allow volunteers to sign up for this Opportunity until:
Date: 02/26/2015

VOLUNTEER QUESTIONNAIRE
Get the information you need about volunteers by creating a pre-activity questionnaire.
You're not using this tool yet.

ZIP CODE COVERAGE
Expand your listing's coverage area so that more people will see it.
Your listing currently appears to volunteers within 20 miles of it's location

EDIT

EDIT

Do you want to close the project before the event or are last minute sign ups OK?

Create and add up to 5 custom questions.

How big should your recruitment area be? There are 5 options. If the opportunity is virtual consider doing a national posting.

RECRUITMENT

COMMUNICATION

HOURS TRACKING

VOLUNTEER GREETING

Make your first impressions count! Customize the email greeting volunteers will receive when they sign up to volunteer for this activity.

Here's the standard greeting volunteers will receive if you choose not to customize:

 Standard Volunteer Greeting

 HELP

 EDIT

PRE-OPPORTUNITY ALERT

Need to remind volunteers about your upcoming Opportunity? Schedule an automatic email to your participants before this Opportunity.

You are not using this feature yet.

 HELP

 EDIT

POST-OPPORTUNITY ALERT

Need to remind volunteers about your upcoming Opportunity? Schedule an automatic email to your participants after this Opportunity.

You are not using this feature yet.

 HELP

 EDIT


The Volunteer Greeting is the message volunteers receive when they sign up. If you don't make changes, they will receive the Standard Greeting. Click edit to add a custom greeting.

Pre and Post opportunity alerts are great ways to communicate reminders and thank-you's to your volunteers because you can schedule them in advance.

RECRUITMENT

COMMUNICATION

HOURS TRACKING

 **AUTOMATICALLY TRACK HOURS**

After your Opportunity track hours automatically for all volunteers who participated!

You're not using this tool yet.

 HELP

 EDIT

Use this tool to automatically track hours for your volunteers.

Turning this tool on will add hours to everyone who signed up, even those who may not show up for the event. Please remember to edit your attendance and remove those who did not participate after your event is over.

NOTE: This tab may not be visible if this feature has not been enabled on your microsite.

Step 5: Preview your opportunity to make sure everything looks good.

Neighborhood Clean Up Campaign

The Ohio State University Alumni Association, Inc.

MANAGE PARTICIPANTS **EDIT OPPORTUNITY**


<p>Inactive</p> <p>Preview ←</p> <p>Duplicate</p> <p>Delete</p> <p>Why is this inactive?</p> <p><small>HELP</small></p>	<p>Location 2200 Olentangy River Road Columbus, OH 43210</p>	<p>Date Fri Feb 27, 2015, 08:00 AM - 12:00 PM</p>
	<p>Opportunity Admin Position Open Assign someone or enable leader recruiting.</p> <p>EDIT</p>	<p>Attendance Unlimited volunteers</p>


RECRUITMENT COMMUNICATION HOURS TRACKING

This is what the **Preview** looks like:

Alumni Park Clean Up

THE OHIO STATE UNIVERSITY ALUMNI ASSOCIATION, INC.

 The Park
123 Street
Columbus, OH 43211

 **02** Mon, December 15, 2014
12:00 pm - 4:00 pm



DETAILS

CONTACT

 [Michell Domke](#)

TOTAL NEEDED

50 volunteers

REQUIREMENTS

Drivers License
Other Requirements: bring gloves
Bring your own gloves.

REQUIREMENTS

Bring your own gloves.

CAUSE AREA

 Community

DESCRIPTION

Alumni participants will be assigned a partner and an area in the park. They are responsible for picking up all trash and litter in that area and placing it in the garbage bags that are provided. Once their area is clean they need to bring the garbage bags to a designated area and help load them on the truck for disposal. A volunteer t-shirt will be provided, but each volunteer must bring their own gloves

YOU ALSO MIGHT LIKE:

 **Mentor Young Alumni in Central Ohio**

The Ohio State University Alumni Association, Inc.

 **Ongoing Volunteer Usher Opportunities!**

Wexner Center for the Arts

Step 6: Approve your opportunity.

NOTE: VolunteerMatch is currently working to streamline this process so, for now, you will need to go back to the Queue and click approve. Here is how:

Account Home Private Special Event News Testimonials Reports Customize Personal Volunteering Resources
My Account | Special Event | Manage The Ohio State University Alumni Association, Inc. | Neighborhood Clean Up Campaign



Click on the name of your microsite, then

Neighborhood Clean Up Campaign

The Ohio State University Alumni Association, Inc.

MANAGE PARTICIPANTS

EDIT OPPORTUNITY

Inactive

Preview

Duplicate

Delete

Why is this inactive?

Location
2200 Olentangy River Road
Columbus, OH 43210

Date
Fri Feb 27, 2015, 08:00 AM - 12:00 PM

Opportunity Admin
Position Open
Assign someone or enable leader recruiting.

Attendance
Unlimited volunteers

[EDIT](#)

There are Projects Pending Approval

There are 6 employee-entered opportunities in your approval queue. [Click here to view the queue.](#)



click to view your queue,

Opportunity Queue for The Ohio State University Alumni Association, Inc.

View employee-entered opportunities.

Opportunity Information	Location	Description	Comments	Entered By	Entered On	Action
<input type="checkbox"/> Virtual - Test	2200 Olentangy River Columbus, OH 43210	Test		Thomas Lee	Jul 25, 2014 12:59 PM	Approve Reject Edit
<input type="checkbox"/> Alumni Park Clean Up	The Park 123 Street Columbus, OH 43211	Alumni participants will be assigned a partner and an area in the park. They are responsible for picking up all trash and litter in that area and placing it in the garbage bags that are provided. Once their area is clean they need to bring the garbage bags to a designated area and help load them on the truck for disposal. A volunteer t-shirt will be provided, but each volunteer must bring their own gloves	Please approve my activity Kimberly :)	Michell Domke	Dec 9, 2014 4:33 PM	Approve Reject Edit



then click Approve.

Questions?

Michell Domke, director

Domke.8@osu.edu

614.247.4955

Nadine Holmes, associate director

Holmes.115@osu.edu

614.247.4062

Thank you for being an Ohio State VolunteerMatch administrator!