Welcome to OLLI’s Volunteer Program

Volunteering is one of the pillars of the Osher Lifelong Learning Institute business model. In addition to taking fascinating courses and participating in fun events, many of our members also volunteer. They help develop the curriculum, create new member interest groups, host social events and help to fundraise - just to name a few. Without their support, OLLI @Berkeley could not provide the array of lifelong learning experiences members enjoy year-round.

Whether you want to spend a few hours a month working from home or prefer to meet regularly with a team of volunteers, it’s a wonderful way to meet new friends, stay active and make a difference in our community.

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Logging In

Please Log in to OLLI’s website https://olli.berkeley.edu/user/login

If you have forgotten your password, please Reset Your Password here

Once logged in, click on My Dashboard
On your Member Dashboard, please locate the section named **MY VOLUNTEERING**

**NOTE:** Depending on the amount of courses you take, the **MY VOLUNTEERING** section may be in a different location on your dashboard.
View & Sign-up for Volunteer Opportunities

To view the list of available volunteer opportunities, click on the VOLUNTEER OPPORTUNITIES button.

MY VOLUNTEERING

My Volunteer Hours Credit: 0
My Total Volunteer Hours: 0

> Volunteer Opportunities
> My Volunteer Sign-ups/Report My Volunteer Hours

Please view the details of any volunteer opportunity and if any interests you, click on Sign up for this Opportunity. See page 6 for more information.
Once you have signed up for a volunteer job, you will have a chance to ask any questions you may have about the opportunity.

Click submit to complete your sign up.

NOTE: you will not be formally signed up until you submit this form

Once submitted, you will receive a website message and a confirmation email. The responsible staff member will be in touch to confirm any other further details with you.
To view the jobs you have signed up for, click on the **My Volunteer Sign-ups** button.

The status of any new sign-up will default to **REPORTING NOT STARTED**. Please see page 8 for more information.
Confirm & Report your Volunteer Hours

Once the date/time have passed, the system will automatically change the status to REPORT THESE HOURS which allows you to confirm & report the amount of time you spent on this task and to share your comments about your experience.

To do this, please click on the REPORT THESE HOURS button.

NOTE: Refer to page 8 to view your opportunities you signed up for.

### MY VOLUNTEER SIGN-UPS

<table>
<thead>
<tr>
<th>Opportunity</th>
<th>Category</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Help check-in members at Golden Bear Center on Monday mornings</td>
<td>Event Assistance</td>
<td>Monday, Sep 18, 2023 9:15 AM — 12:00 PM (PT)</td>
</tr>
</tbody>
</table>

#### Volunteer Opportunity: Help check-in members at Golden Bear Center on Monday mornings

- **Date volunteered**: 08/22/2023
- **Total Hours**: 4.25

**How did it go?**

It went really well! I enjoyed meeting and greeting members as they arrived. I also helped with the mic which was fun.

1. Confirm the date you volunteered
2. Amount of time you volunteered
3. Indicate how your experience went

[REPORT THESE HOURS]
OLLI’s volunteer module will track the amount of hours each time you report them.

When the accrued number of volunteer “credit” hours reaches 100, volunteers have the option to redeem them for a COMPLIMENTARY Type A Lecture or Type B small discussion course, depending on your member type.

NOTE: Once redeemed, the system will subtract the redeemed 100 hours and/or indicate any remaining credit hours to be redeemed in the future.

These are the total hours, including the hours you have redeemed.
What if I volunteer for tasks that I do not sign up for on the volunteer site? For example, I am on an OLLI committee and often I help with research for a staff member.

Good question! You will be able to report those hours using the REPORT OTHER VOLUNTEER HOURS option. See page 11 for more details.
Reporting “Other” Volunteer Hours … continued

If you volunteer in ways that are not posted on the volunteer system, please report your hours here.

These will also be tracked by the system and offer credit hours towards your volunteer account.

See page 9 for details on “credit” hours.
Thank you

If you have any questions about volunteering or would like to offer your services in some way, please contact us berkeley_oll@berkeley.edu