

# Volunteer Program

## Navigation Guide for OLLI Members

July 2023

# 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>

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**LOG IN**

Home > Log in

Log in Reset your password

Login by email address \*

Your email address

You can use your email address only to login.

Password \*

Enter the password that accompanies your email address.

Log in

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

Once logged in,  
click on **My Dashboard**

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**MY DASHBOARD**

Home > My Dashboard

View Access control Edit Delete Revisions

# “My Volunteering” 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*

The screenshot displays the Berkeley OLLI My Dashboard. The top navigation bar includes links for Log Out, My Dashboard, Join/Renew, Cart, and Search. The main content area is divided into several sections: MY PROFILE, MY SCHEDULE, MY VOLUNTEERING, UPCOMING EVENTS, and COMMUNITY NOTES. The MY VOLUNTEERING section is highlighted with a red circle and contains the following information:

- My Volunteer Hours Credit: 0
- My Total Volunteer Hours: 0
- > Volunteer Opportunities
- > My Volunteer Sign-ups/Report My Volunteer Hours

A red dashed arrow points from the text in the yellow box to the circled MY VOLUNTEERING section.

# 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

## OLLI Volunteer Opportunities

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

Volunteers Needed: 2  
Volunteer Positions Remaining: 1  
Category: Event Assistance  
Date: Monday, September 18, 2023  
Start Time: 9:15 am  
End Time: 12:00 pm  
Location: 1995 University Avenue

Responsible Staff: Patricia Carvalho  
Description:

Are you signed up for Ilchie's Interest Group being offered at Golden Bear Center in-person?

If so, would you be willing to volunteer to check-in members arrive? It's super easy and fun!

NOTE: This volunteer opportunity is available to members signed up for this particular course only.

Sign up for this opportunity

### Help check-in members at Freight & Salvage on Tuesday mornings

Volunteers Needed: 1  
Volunteer Positions Remaining: 1  
Category: Event Assistance  
Date: Tuesday, September 19, 2023  
Start Time: 9:15 am  
End Time: 12:00 pm  
Location: 2100 Addison Street, Berkeley, CA 94704, US

Responsible Staff: Patricia Carvalho  
Description:

Are you signed up for Darren Zook's "Understanding the Balkans, Politics, Culture & Society" course being offered at Freight & Salvage? Do you plan to attend in-person?

If so, would you be willing to volunteer each week (Tuesday mornings) to help greet and check-in members arrive? It will include helping with Q&A microphone support. It's super easy and fun!

NOTE: This volunteer opportunity is available to members signed up for this particular course only.

Sign up for this opportunity

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

# Signing up for Volunteer Opportunities ... continued

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*

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

Name \*

Email \*

Questions?

I am looking forward to helping out this term, shall I bring my laptop to check folks in?

1911 character(s) remaining

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.

Thank you for signing up to volunteer! A staff member will be in touch with further details.

[Return to Member Dashboard](#)

# View Your Selected Volunteer Sign-ups

To view the jobs you have signed up for, click on the **My Volunteer Sign-ups** button

## MY VOLUNTEERING

My Volunteer Hours Credit: 0 ⓘ

My Total Volunteer Hours: 0 ⓘ

> Volunteer Opportunities

> My Volunteer Sign-ups/Report My Volunteer Hours

## MY VOLUNTEER SIGN-UPS

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

**Category:** Event Assistance

**Date:** Monday, Sep 18, 2023 9:15 AM — 12:00 PM (PT)

**Status of the Sign-up** enue, Suite 365 , Berkeley, California 94704

REPORTING NOT STARTED

## REPORT OTHER VOLUNTEER HOURS ⓘ

Volunteer Category

- None -

Responsible staff

- None -

Date volunteered \*

mm / dd / yyyy

Total Hours \*

How did it go?

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

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

**Category:** Event Assistance

**Date:** Monday, Sep 18, 2023 9:15 AM — 12:00 PM (PT)

1000 University Avenue, Suite 365, Berkeley,

Updated Status of the Sign-up

**REPORT THESE HOURS**

### 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.

Submit

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



# Tracking Your Volunteer 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.*

## MY VOLUNTEERING

My Volunteer Hours Credit: 4.25 ⓘ

My Total Volunteer Hours: 4.25 ⓘ

> Volunteer Opportunities

> My Volunteer Sign-ups/Report My Volunteer Hours

These are the total hours, including the hours you have redeemed.

# Reporting “Other” Volunteer Hours

*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*



## MY VOLUNTEERING

My Volunteer Hours Credit: 0 ⓘ

My Total Volunteer Hours: 0 ⓘ

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

### REPORT OTHER VOLUNTEER HOURS ⓘ

Volunteer Category  
- None -

Responsible staff  
- None -

Date volunteered \*  
mm/dd/yyyy

Total Hours \*

How did it go?



# Reporting “Other” Volunteer Hours ... continued

## MY VOLUNTEER SIGN-UPS

**Opportunity:** Help us at Freight & Salvage! (Title)  
**Category:** Administrative Support  
**Date:** Tuesday, Sep 19, 2023 9:00 AM — 3:00 PM (PT)  
**Location:** 2020 Addison , Berkeley, California 94704

REPORTING NOT STARTED

## REPORT OTHER VOLUNTEER HOURS

Volunteer Category

Responsible staff

Date volunteered \*

Total Hours \*

How did it go?



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\\_olli@berkeley.edu](mailto:berkeley_olli@berkeley.edu)