GETTING STARTED
Go to serve.msu.edu and click “Create an Opportunity.”

1. ENTER SERVICE PROJECT INFORMATION

Project Type
The type of project is based on who the project is being hosted/coordinated by.
- “Alumni Clubs” = MSU alumni club or affinity group.
- “Other” = employer or individual.
- “MSU” = MSU campus organizations, colleges/departments/programs, faculty/staff.
- “Student” = Center for Community Engaged Learning.

For alumni clubs and affinity groups, when you click on the “Alumni Clubs” tab, you will be prompted for a username and password.
- The Username and Password are the same as those required to login to the Club Admin Panel.
- If you do not recall this, simply click the “Skip this Step” button.

For employers, individuals or MSU, when you click on the “Other” or “MSU” tab, you will be prompted for a last name and zip.
- By providing this information, we will search our database for your contact information. If we can verify your name and date of birth, the project coordinator information in the following step will be pre-populated with the information we have on record for you.
- If you do not wish to pre-populate your contact information, simply click the “Skip” button.

Project Contact
Enter the requested information of the person coordinating the project – the project coordinator.
- The contact information will be posted on the service project webpage so volunteers can contact the project coordinator if they have any questions.
- If these fields were pre-populated, you may update any information if necessary.

Project Coordination
Enter the contact information of the person coordinating the project.
- This information is for office use only and will not be publicly displayed. The address will be used only if promotional items become available.
- If these fields were pre-populated, you may update any information if necessary.
- Alumni clubs and affinity groups – while the address fields indicate “Club Address 1”, “Club City”, etc., you may enter the address of the project coordinator, the official club address is not required here.

Project Name
Provide the name of the project. Alumni clubs and affinity groups – don’t forget to include the name of your club/group in the name, e.g., “Landscaping with the ABC Spartans.”

Service Description
Include all information that pertains to the service project. Recommended information includes:
- Community partner/organization description (can be taken from their website).
- Description of service/what volunteers will be doing.
  - Note if you will be working outdoors and/or in variable temperature settings, e.g., “We’ll be cleaning the freezers so break out your Spartan winter gear to stay warm in the 30-45 degree coolers.”
• What to wear and/or bring, e.g., “Wear long pants and closed-toed shoes and bring a shovel and/or rake if you have one, and consider bringing extra water and a pre-packaged snack.”
• Physical requirements associated with the project, if necessary, e.g., “Volunteers must be able to carry 20 lbs.”
• Note that you can enter website/URLs in this section, but they will not be active links. You can enter one website/URL in the Charity Website section below.
• There is also a Special Notes field below where you can enter additional information, e.g., parking, public transportation, information on where to meet, etc.

Note that the MSU Alumni Office may edit the service description section for clarity and ease of reading if necessary.

Age Restrictions
Note if there are any age restrictions, e.g., “No children under 6,” or “All children under 12 must be accompanied by an adult.”

Service Date
Provide the date of the service project.
• For most projects, this is one date.
  • If the project takes place on multiple dates, you will have to register each date as a separate service project.
  • If the project is ongoing, e.g., seeking applications for mentors, enter the last date when applications will be accepted.

Registration Opens On/Registrations Ends On
• For most projects, the opening date is the same date you’re entering the project information on serve.msu.edu, but this is at the discretion of the project coordinator.
• For the end date, this is up to the project coordinator based on the type of project and community partner/organization.
  • Some community partners/organizations may require that the list of volunteers be provided to them several days in advance of the event.
  • The MSU Alumni Office suggests that the registration end date be at least two days in advance of the service project to facilitate the recommended reminder email to volunteers.

Service Location
• Provide the street address in the “Address 1” field.
• If there is additional information, e.g., “Room 3,” enter that in the “Address 2” and “Address 3” fields.
• The information entered into the “Address 1” and “Zip” fields should be that of the actual service location as that information will determine where the “pin” is placed on the map.

Shifts
For many projects, there is only one shift, which is the duration of the service project. If this describes your service project:
• Provide the start and finish time of the service project.
• Enter the total number of volunteers you are seeking for the project in the “Capacity” field.
  • If the “Capacity” field indicates “1” and does not permit you to increase that number, click the small checkbox next to “Other volunteers allowed” and you can then adjust the capacity.
• Provide a generic description in the “Time Slot Description” field, e.g., “Service Project.”

If there is more than one shift:
• Provide the start and finish time of the shift.
• Enter the total number of volunteers you are seeking for the shift in the “Capacity” field.
  • If the “Capacity” field indicates “1” and does not permit you to increase that number, click the small checkbox next to “Other volunteers allowed” and you can then adjust the capacity.
• Provide a description in the “Time Slot Description” field, e.g., “first shift,” “set-up”.
• Click the “Add Another Shift” button to add additional shifts.
2. REVIEW SERVICE PROJECT INFORMATION
Review all of the project information.
• If you need to edit anything, scroll back up to the top of the page and click on the small, green “edit” link in the upper left corner.

• Make any edits and click on the “Next Step” button at the bottom of the page.
• If you are also volunteering for the service project, enter the requested information in the sign up to volunteer section and proceed through the next few steps until you get to the last step that presents you with two buttons – “Add Another Volunteer” or “Submit Service.”
  • If you are adding another volunteer, go through the same steps as above until you get to the last step that presents you with two buttons – “Add Another Volunteer” or “Submit Service.” Once all volunteers are entered, click the “Submit Service” button.
  • If you are not volunteering for the service project, click the “Submit Service” button.

3. PROJECT SUCCESSFULLY SUBMITTED
• After clicking on the “Submit Service” button in the above step, you’ll receive an on-screen confirmation that your service project has been submitted. You will not receive an email.
• The project will be reviewed by the MSU Alumni Office. Please allow up to three business days for approval.

4. PROJECT APPROVED
• Once your project has been approved, you’ll receive an email confirmation sent to the email provided in the project contact field.
  • **Save the confirmation email as it provides you with:**
    • The link to your service project’s specific page.
      • The link is titled “Your Service Project's Page >>.”
      • This page is unique to your project and you can use the page URL to promote the project and recruit volunteers.
    • The link to edit your project page and manage volunteers.
      • The link is titled “Edit Your Project.”
      • Like the link above, it's unique to your project, but it is intended only for project management, not for project promotion, i.e., do not post this link on social media.
    • The “Edit Your Project” link allows you to:
      • Edit service project details, if necessary.
      • Add or decrease the number of volunteers needed.
      • Remove volunteers upon request.
      • Find volunteer contact information.
      • Send service project updates to volunteers.
      • Specify volunteer signup notification preference - do you want to receive an email when a volunteer registers?
  • If you misplace this email, please contact Maria Giggy, Alumni Programs Director, MSU Alumni Office, at giggym@msu.edu or (517) 355-7724 to request that the link be emailed to you.

Refer to **Managing a Service Project** for details on how to utilize the “Edit Your Project” link. This document is available in Appendices section of this guide or in the Volunteer Tools.
PROJECTS THAT REQUIRE REGISTRATION WITH THE COMMUNITY PARTNER/ORGANIZATION

*EXAMPLE: A SERVICE PROJECT WITH AN COMMUNITY PARTNER/ORGANIZATION THAT REQUIRES A BACKGROUND CHECK OR WAIVER FOR ALL PARTICIPANTS, OR HAS THEIR OWN REGISTRATION SYSTEM

Why do we request that people register here if they also have to complete a second registration with another organization?

• By registering and promoting your project on serve.msu.edu, project coordinators are able to get an accurate record of all those that participated. This allows for easy and effective communication before and after the project and planning for future projects.

GETTING STARTED

Go to serve.msu.edu. Follow the standard service project registration process and use the following as a guide to assist in completing project information for the specified section.

Service Description

Explain that the community partner/organization also requires registration.

• If the community partner/organization has an online form, provide the link to that form in this section. The project coordinator will also want to contact the community partner/organization in advance of the service project to confirm that everyone has completed the additional registration.

• The project coordinator may choose to email each volunteer with the instructions to complete registration with the community partner/organization, e.g., “This community partner requires that participants fill out a separate volunteer registration/waiver/liability form. Prior to the project date, you will receive an email from the project coordinator with instructions to complete this step.”

PROJECTS THAT DO NOT REQUIRE “IN-PERSON” ATTENDANCE

*EXAMPLE: FOOD, CLOTHING, SCHOOL SUPPLIES DRIVE

Why do we request that people register for a project like this?

• By registering and promoting your donation drive on serve.msu.edu, project coordinators are able to get an accurate record of all those that participated, or are interested in participating. This allows for easy and effective communication before and after the project, and planning for future drives.

GETTING STARTED

Go to serve.msu.edu. Follow the standard service project registration process and use the following as a guide to assist in completing project information for the specified section.

Project Name

Include the name of the drive and the community partner/organization, e.g., Detroit Spartans Clothing Drive.

Service Description

Include all information that pertains to the drive. Recommended information includes:

• Community partner/organization description (can be taken from their website).

• Recommended items for donations.

• Drop-off location(s), date(s) and time(s).

Service Date

Provide the final date of the drive. Enter any additional information important for the drive.

Service Times

Provide the times/business hours donations are accepted daily. If there are multiple times or staggered hours, use the service description section above to more fully explain.

Service Location

Enter the primary location where participants should drop-off donations. This location will also determine where the “pin” is placed on the map. If there are multiple locations, use the service description section above to explain.

Number of Volunteers Needed

Enter a high number, e.g., 200, so the project remains open for the duration of the drive.