

# New Volunteer Platform



Galaxy Digital-Get Connected

App store – Cause Connect (volunteers can download app to enter hours)

Benefits:

- Better reporting (board, internally, grants, audits)
- Efficiency (Onboarding, maintaining, Clock in approval only if they enter their own hours, Eblasts, Automated Birthday emails)
- Real Time

HR will act as Tech Support - Site Managers - Kelley, Laura, Terry

Managers can call ext. 304, 306, 406 Volunteers can call 937-226-7414 and ask for volunteer support or Email [volunteers@enlc.life](mailto:volunteers@enlc.life) (goes to all three of us).

Projected “Going Live” date June 30, 2023

# Opportunities



- Admin/Clerical, Bottles for Babies
- Boutique
- Cleaning
- Maintenance
- Mentorship (Women's and Men) Minimum 2 hours/week

# New Opportunities



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## Cold Calling for Banquet Advertising (Development)

**This volunteer position would research online Catholic Church bulletins to see which companies sponsor ads. Once a determination has been made, they would "cold call" these sponsors to see if they would be interested in sponsoring ads for our local fundraising banquets. This could be done remotely, in the Administration office or at one of our local women's centers.**

## Community Outreach (Women's Centers)

**The Community Outreach volunteer will assist the center manager to identify and contact community churches, doctor's offices, schools, organizations, etc. to spread the word about our women's center services with the hopes of attracting new clients. Ideally, the volunteer would serve a minimum of 2 hours per week M-F during hours that your preferred women's center is open.**

# Program (Location) Managers



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Includes all Women's Center Managers or other Depts that supervise volunteers including the following:

- Admin/Development Dept
- Boutique
- Maintenance
- Medical
- Mentorship Programs - training required

You are responsible for being sure that volunteer hours are logged and/or approved by the end of each month.

Do NOT edit any of the Locations or Opportunities information. i.e. Don't add location hours etc. If you do, it is possible that every time the location hours change, all 70+ opportunities would have to be updated as well.

To log hours go to <https://volunteer.elizabethnewlife.org>. You may want to save this as a **bookmark** on your laptop or PC.

You are already set up in the system, so once we "go live" you can **start typing your work email address or name** for access. Unless you have already changed your password, you will need to update it as it was originally set up without a password.



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## **Volunteers will be able to clock in 3 different ways**

- The **kiosk you must set up** on your shared/front desk computer (most efficient)
- Through an **app on their phone** (copy extra so they can take this home if they want to) (also efficient)
- **Printed timesheet (last resort)** If they use the kiosk or app you will get an email and simply have to approve the time sheet instead of manually adding them). Casual volunteers will need to use the timesheet and you will need to enter their time. Groups that don't have a common email domain may have to use this too.

These 3 documents are handouts and are also available on the Resources Page under the Volunteer's folder.

We recommend you keep these instructions in a notebook where other staff have access in case you are NOT there.

**Volunteers go to <https://volunteer.elizabethnewlife.org> (Save as bookmark)**

**can search for**

**Email address, Mobile #, or Name**

## Volunteer registration info



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All **new volunteers** will need to register by going to [www.enlc.life/get-involved](http://www.enlc.life/get-involved).

All volunteers will need to provide an **individual email** address. They cannot share with a spouse.

They will watch a brief **video** at Registration.

They have **survey** questions pertaining to our **core beliefs/Pro-Life** stance on the registration similar to what employees must follow and must sign electronically that they have read and agree with our volunteer handbook.

We require a **background check** for anyone 18 and over.

**Minors** ages 13-17 will need a **guardian to sign** for permission.