CUVolunteer

Cornell University
You’re just a click away from a Cornell volunteer adventure!
After two years in development, we are pleased to unveil CUVolunteer—a fun and interactive online program that facilitates lifelong Cornell volunteer engagement opportunities. CUVolunteer is the place to go to connect and get involved. It’s your one-stop shop to launch on a volunteer adventure for Cornell. Just raise your hand, or suggest someone else you think is a great fit for a particular opportunity.

CUVolunteer is home to over 3,000 Cornell volunteer opportunities, across campus and across the globe. Whether you have an hour, a day, a year, or longer, opportunities are available to support more and greater involvement with Cornell.

Where did CUVolunteer come from? It came from YOU! Over the years, Cornell alumni, parents, and friends—together with administrators and staff from the university's colleges and units—expressed the need for a coordinated, consolidated database of all Cornell volunteer opportunities. Now it exists! Find college alumni association opportunities, affinity activities, “Done-in-a-Day” one-time volunteer experiences. We have them... all of them. This is the backbone of CUVolunteer.

SOME BACKGROUND

In 2010, Cornell administrators formed the Trustee Task Force on Volunteer Leadership to look into volunteering at Cornell and determine how to maximize the impact of its volunteers. President Emeritus Frank H. T. Rhodes has called our volunteers “Cornell’s secret weapon.” In-depth interviews with deans, directors, administrators, long-time Cornell volunteer leaders, staff, and other key stakeholders yielded a comprehensive report with a resounding call to action.

7 Key Recommendations:

- Expand volunteer participation*
- Develop proven practices and processes
- Enhance communications*
- Provide lifelong engagement avenues*
- Appreciate, celebrate and recognize
- Build an online volunteer management system*
- Keep reviewing and assessing

*CUVolunteer will significantly promote the four starred initiatives

By 2012, the Office of Volunteer Programs in Alumni Affairs and Development, charge in hand, had launched on a mission to craft a smart, user-friendly tool to facilitate lifelong volunteer engagement for Cornellians.

And now, let’s explore CUVolunteer.
WHAT YOU NEED
CUVolunteer is supported by a number of internet platforms, including Mozilla Firefox, Google Chrome, and Internet Explorer 9 and up.

You’ll need your Cornell NetID and password. Don’t know it? No worries, there’s NetID lookup right on the site. Or call the NetID Helpline at 607-254-2288.

Begin by visiting the Cornell Volunteers! website at www.alumni.cornell.edu/volunteer.

The Cornell Volunteers! website is where you’ll go for all things relating to Cornell volunteers. Find lots of interesting information about volunteering, great tools to support your efforts, and spotlights featuring our amazing volunteers.

From Cornell Volunteers!, launch CUVolunteer by clicking on one of these categories on the left:

• Explore Communities
• Discover Ongoing Opportunities | Nominate Yourself or Someone Else
• Find Done-In-A-Day Opportunities

Navigating CUVolunteer
Explore Volunteer Communities
Find out if your favorite college, affinity, or unit has a group you’d like to learn more about or join. Discover a community new to you. You can search over 1,100 Cornell volunteer communities by keyword, community name, location, activity, or affinity.

Get Started

1. Go to www.alumni.cornell.edu/volunteer/
2. Click Explore Volunteer Opportunities.
3. Scroll through the alphabetical list, OR
4. Type a community name in the Name field at left, or a zip code, city, or state in the Location field.
5. Click Find.
6. Locate the community and click on it.
7. Read the About Us page.
8. For Ongoing and Done-in-a-Day Opportunities in this community, click Volunteer in the left column.

Discover Ongoing Volunteer Opportunities
Are you more interested in finding positions that focus on your skills and interests or those currently available in a Cornell community or geographic area? Here you can browse more than 3,200 volunteer opportunities, search by keyword for a particular volunteer position, and review full descriptions for every volunteer role.

1. Go to www.alumni.cornell.edu/volunteer/
2. Click Discover Ongoing Opportunities.
3. Type a community name in Name field on left; a zip code, city, or state in the Location field; or open Refine Search Results for more options.
4. Click Find.
5. Click on the position you are interested in and find all the details.
Raise Your Hand for a Done-in-a-Day Opportunity

Are you interested in dipping a toe into the Cornell volunteer pool, or do you only have a bit of time on a certain day of a certain month in a certain location? Check out our Done-In-a-Day offerings.

This function is quick, simple, and results-oriented. Done-In-a-Day opportunities are fun, social Cornell activities, and we’ve developed them so you can:

• Tweet or Facebook friends to join you
• Integrate an opportunity into a local community project (perhaps your annual 5K)
• Engage with other Cornell volunteers

Some examples: staff the welcome table at the club event, participate in a focus group for your college, or talk to a student about your industry or career. One time, one day and you’re done. You’ll feel a great Big Red hug for doing your part.

1. Go to www.alumni.cornell.edu/volunteer/
2. Click Find Done-in-a-Day Opportunities.
3. Type a community name in Name field on left, or a zip code, city, or state in Location field.
4. Click Find.

Nominate Yourself or Someone Else for a Volunteer Leadership Role

Match skills and interests with Cornell’s volunteer opportunities. Nominate yourself or someone else for one of these leadership roles.

1. Go to www.alumni.cornell.edu/volunteer/
2. Click Nominate Yourself or Someone Else.
3. Click Open Opportunities Only on left.
4. Click Find.
5. Locate and click on the relevant position.
6. Read the position description.
7. Click the red Nominate button at the top of the position description.
8. Enter the name of the individual and his/her NetID, answer the questions, and click Submit. You’ll see a “nomination saved” note at the top of the screen and will receive a confirmation e-mail within 72 hours. Tip: Hover over the information (“i”) icon if no NetID is available.

YOU MAY HAVE NOTICED

that when you want to take action, such as sign up for a Done-in-a-Day or nominate, you need to Sign In or Sign Up in CUVolunteer. If this is your first visit to CUVolunteer, you would click Sign Up, and complete the simple steps below to create a CUVolunteer account. The next time you visit, just Sign In.

SIGN UP

Click Sign Up.

• Select up to five Cornell interests by clicking on one or more circles. Hover over each circle for more information.
• Select up to five skills you could bring to a Cornell volunteer opportunity.
• Select up to five areas of experience you could contribute to a Cornell volunteer opportunity.
• Enter your NetID. If you don’t have it handy, use the lookup feature.* Upload a photo if you wish and then Submit.

* Need help with your NetID? Call the NetID Helpline at 607-254-2288.

You’re now signed up with CUVolunteer!

If you were prompted to complete a CUVolunteer account when nominating yourself or someone else, you will be returned to the nomination form. If you were prompted when signing up for a Done-in-a-Day, you will be returned to the event sign-up.
Your Dashboard

Once you’ve built your profile by signing up, the Dashboard will be your home base in CUVolunteer. This is where you can keep up with your Done-in-a-Day tasks and learn about additional Cornell volunteer opportunities. Access your dashboard by clicking on your name in the upper right corner of the screen.

Here’s what you’ll see.

On the left:
- Dashboard: You’re on it.
- About You: Your Cornell interests, skills, and experience based on your profile; personal info; communities you follow; privacy settings; and tags, should you choose to use them.
- Impact: Your communities and activities, past and present.
- Inbox: Your e-mails to and from others in your community and in CUVolunteer.

In the middle:
This your list of recommended volunteer opportunities. These are matches based on your profile, showing which opportunities are a good fit for you. You can refine this list using the tools on the left under Find Opportunities. You can revise your profile, using About You.

On the right:
These are the Cornell volunteer communities of which you are a member and the Done-in-a-Day opportunities for which you’ve signed up.
Now you’re ready to learn more about the functions of CUVolunteer.

Please go back to www.alumni.cornell.edu/volunteer/ and sign in. You’ll be at your Dashboard.

**Edit Your Profile**

You created a profile during your first visit to CUVolunteer. If you haven’t, see *Get Started*, page 2.

How do you update your previous selection of interests, skills, and experiences, or your personal information?

1. Select **About You** on the left.
2. To edit your **Privacy Settings**, scroll down and click **Edit Settings**. You can change your settings to visible or hidden, revise your address information, and upload a photo. TIP: It is recommended that you set your privacy settings to Visible.
3. To change your interests, skills or experiences, look to the right on your Dashboard page and then click **Add/Edit**. Click or unclick the boxes to update, then **Save**.

**Filter Your Matches**

Your dashboard provides you with matches that are based on your profile. It gives you a broad array of possibilities, and you may want to narrow the selections based on open positions only, geography, class year, etc.

To filter your matches:

1. Click on **Ongoing Volunteer Opportunities** in the grey bar at top.
2. On the left:
   a. To filter by **Geography**, enter the location and choose the desired mile radius. Click **Find**.
   b. To search for **Open Opportunities Only**, click on that box and then **Find**.
   c. For even more specific results, select **Refine Search Results**. Enter any keyword (you don’t need to complete all three keyword searches) OR filter by constituent type. Click **Find**.