



**FEED MY PEOPLE FOOD BANK
VOLUNTEERS:**

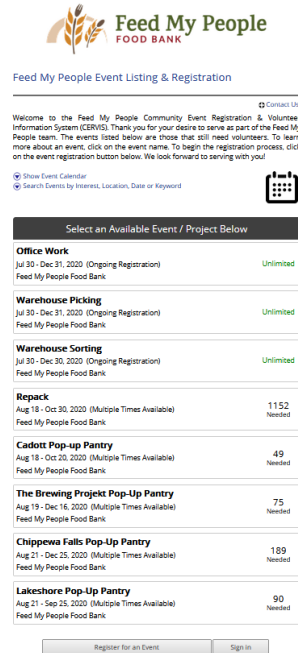
Sign-up with our new volunteer software

CERVIS, a volunteer software program, allows you to view and sign-up for available shifts, cancel shifts, receive reminder emails & more! Flip through the document for instructions on how to get going with Cervis.

Reach out to Sara Gibson, Volunteer Coordinator with any questions or concerns about the new software.
sara@fmpfoodbank.org
715.835.9415 ext 101

Creating a New Volunteer Profile


- Click on the Cervis link sent to you by the Volunteer Coordinator. The link will bring you to a page listing available shifts for Feed My People.



Feed My People FOOD BANK

Feed My People Event Listing & Registration

Welcome to the Feed My People Community Event Registration & Volunteer Information System (CERVIS). Thank you for your desire to serve as part of the Feed My People team. The events listed below are those that still need volunteers. To learn more about an event, click on the event name. To begin the registration process, click on the event registration button below. We look forward to serving with you!

[Show Event Calendar](#) 

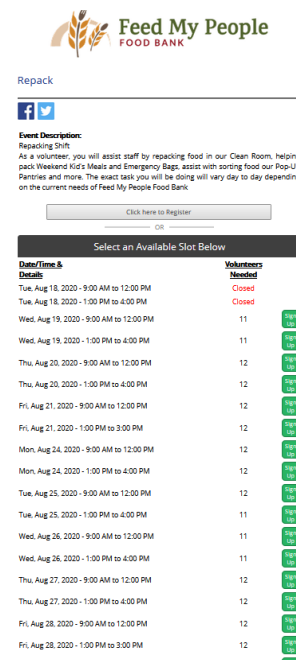
[Search Events by Interest, Location, Date or Keyword](#)

Select an Available Event / Project Below

| Event Name | Volunteers Needed |
|--|-------------------|
| Office Work Jul 30 - Dec 31, 2020 (Ongoing Registration) Feed My People Food Bank | Unlimited |
| Warehouse Picking Jul 30 - Dec 31, 2020 (Ongoing Registration) Feed My People Food Bank | Unlimited |
| Warehouse Sorting Jul 30 - Dec 30, 2020 (Ongoing Registration) Feed My People Food Bank | Unlimited |
| Repack Aug 18 - Oct 30, 2020 (Multiple Times Available) Feed My People Food Bank | 1152 Needed |
| Cadott Pop-up Pantry Aug 18 - Oct 20, 2020 (Multiple Times Available) Feed My People Food Bank | 49 Needed |
| The Brewing Project Pop-Up Pantry Aug 19 - Dec 16, 2020 (Multiple Times Available) Feed My People Food Bank | 75 Needed |
| Chippewa Falls Pop-Up Pantry Aug 21 - Dec 25, 2020 (Multiple Times Available) Feed My People Food Bank | 189 Needed |
| Lakeshore Pop-Up Pantry Aug 21 - Sep 25, 2020 (Multiple Times Available) Feed My People Food Bank | 90 Needed |

[Register for an Event](#) [Sign In](#)

- Clicking on an event will provide you with more information about the shift.
- Repacking shifts are what we call 'typical' volunteer shifts.
- After clicking on 'Repack' you will see all of the available time slots.



Feed My People FOOD BANK

Repack

[Facebook](#) [Twitter](#)

Event Description:
Repacking Shift
As a volunteer, you will assist staff by repacking food in our Clean Room, helping pack Weekend Kid's Meals and Emergency Bags, assist with sorting food our Pop-Up Pantries and more. The exact task you will be doing will vary day to day depending on the current needs of Feed My People Food Bank.

[Click here to Register](#)

Select an Available Slot Below

| Date/Time & Details | Volunteers Needed | Register |
|---|-------------------|-------------------------|
| Tue, Aug 18, 2020 - 9:00 AM to 12:00 PM | Closed | |
| Tue, Aug 18, 2020 - 1:00 PM to 4:00 PM | Closed | |
| Wed, Aug 19, 2020 - 9:00 AM to 12:00 PM | 11 | Sign Up |
| Wed, Aug 19, 2020 - 1:00 PM to 4:00 PM | 11 | Sign Up |
| Thu, Aug 20, 2020 - 9:00 AM to 12:00 PM | 12 | Sign Up |
| Thu, Aug 20, 2020 - 1:00 PM to 4:00 PM | 12 | Sign Up |
| Fri, Aug 21, 2020 - 9:00 AM to 12:00 PM | 12 | Sign Up |
| Fri, Aug 21, 2020 - 1:00 PM to 3:00 PM | 12 | Sign Up |
| Mon, Aug 24, 2020 - 9:00 AM to 12:00 PM | 12 | Sign Up |
| Mon, Aug 24, 2020 - 1:00 PM to 4:00 PM | 12 | Sign Up |
| Tue, Aug 25, 2020 - 9:00 AM to 12:00 PM | 12 | Sign Up |
| Tue, Aug 25, 2020 - 1:00 PM to 4:00 PM | 11 | Sign Up |
| Wed, Aug 26, 2020 - 9:00 AM to 12:00 PM | 11 | Sign Up |
| Wed, Aug 26, 2020 - 1:00 PM to 4:00 PM | 11 | Sign Up |
| Thu, Aug 27, 2020 - 9:00 AM to 12:00 PM | 12 | Sign Up |
| Thu, Aug 27, 2020 - 1:00 PM to 4:00 PM | 12 | Sign Up |
| Fri, Aug 28, 2020 - 9:00 AM to 12:00 PM | 12 | Sign Up |
| Fri, Aug 28, 2020 - 1:00 PM to 3:00 PM | 12 | Sign Up |

Creating a New Volunteer Profile

- Once you have found a shift you want to sign-up for, click on the GREEN 'Sign-up' button.
- You will be directed to a sign-in screen. Type your Email Address & First Name in the appropriate boxes and click 'Next'. The software will detect that you are a new user and direct you to fill out a Volunteer Profile.

CERVIS sign in Service Events Service Projects Project Request Contact Us

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Feed My People CERVIS Sign in

To proceed with the CERVIS Volunteer registration process, we need to determine whether or not you have a Volunteer profile in our system. To create a new Volunteer profile or to sign to your existing profile, please enter your E-mail address and First Name below. If you do not have an E-mail address, press the "Back to Event Listing" button below, select the event you wish to register for and then contact the event organizer.

E-mail Address
First Name
Next

OR

Sign in with Google
Sign in with Microsoft
Sign in with Facebook

< Back to Event/Project Listing

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Create Volunteer Profile

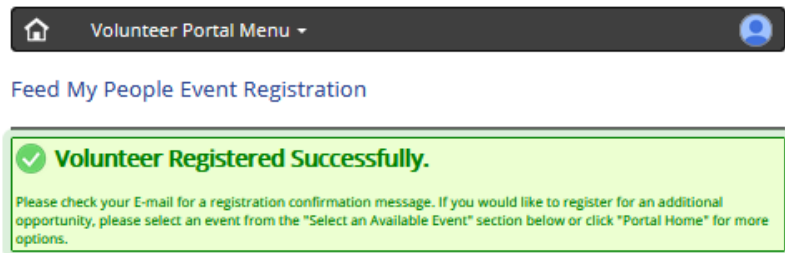
Based on the information provided, our records indicate that you do not have a volunteer profile in the CERVIS system. Please enter your information below to create a new profile or [CLICK HERE](#) to check for a profile under different E-mail address.

* Indicates a required field

Volunteer Last Name:*
Volunteer First Name:*
Volunteer Primary Phone:*
Volunteer E-mail:*
Confirm E-mail:*
Volunteer Alternate Phone:
Volunteer Address:*
Volunteer Address Line 2:
Volunteer City/Town:*
Volunteer State:*
Volunteer Zip Code:*
Emergency Contact Name:*
Emergency Contact Phone:*

Creating a New Volunteer Profile

- After a profile is completed, you will be brought back to the shift sign-up sheet. Sign up for a shift (or more if you'd like). You will be alerted that your registration was complete.
- Note: After you have created your profile, Cervis will email you a temporary password. When you login for the first time, use the temporary password sent to you. You will then be prompted to create your own password.



Cervis has an app as well that you can access from your smartphone & tablet!

Accessing Your Volunteer Portal

- After logging in, you will be brought to your Volunteer Portal Home Page. From here you can do a variety of things.
 - Register for more volunteer shifts
 - View registered shifts
 - Cancel Upcoming shifts
 - Update volunteer profile
 - & more



[Volunteer Portal Home](#)

Registration Management

- [Register / Apply for an Upcoming Opportunity](#)
 - [View or Cancel Registration for an Upcoming Opportunity](#)
 - [Record or Update Service Project Activity](#)
-

Profile Management

- [Add Additional Volunteer to my Profile](#)
 - [View or Update Volunteer Profile Information](#)
-

Report Management

- [View or Print Volunteer Activity History](#)
-


Account Management

- [Change Password](#)


Canceling a Shift

- If you need to cancel a shift, click on 'View or Cancel Registration for an Upcoming Opportunity.' Select the shift(s) you would like to cancel and click on the 'Cancel selected event registration(s)' button.



Home Volunteer Portal Menu 

Feed My People Event Registration

 Your current registration activity for upcoming events is listed below. If you would like to REGISTER for a new, upcoming event, please [CLICK HERE](#). If you would like to view your PAST registration activity, please [CLICK HERE](#).

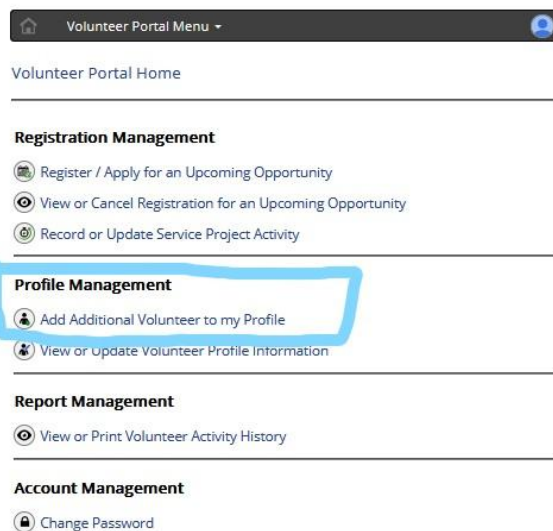
Current Registration Activity

| <input type="checkbox"/> | Event / Project Registration Information |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Repack Wed, Aug 19, 2020 - 9:00 AM to 12:00 PM Sara L. |
| <input type="checkbox"/> | Repack Wed, Aug 26, 2020 - 9:00 AM to 12:00 PM Sara L. |
| <input type="checkbox"/> | Repack Mon, Aug 31, 2020 - 1:00 PM to 4:00 PM Sara L. |
| <input checked="" type="checkbox"/> | Repack Wed, Sep 2, 2020 - 9:00 AM to 12:00 PM Sara L. |


Reason for Canceling (Optional)

Signing Up as a Family

- If your entire family likes to volunteer, Cervis has an easy way to sign up for shifts as a family
- Each family member will need their own profile account
 - You can add family members to your profile so the accounts are linked
- From your Volunteer Portal click on 'Add Additional Volunteer to my Profile' found under Profile Management



- Cervis will automatically fill in some of the information on the form. Repeat this process as needed for your family
- When signing up for shifts, Cervis will ask you to select which family member you are signing up



Questions? Concerns?

This is a big change for FMP and our Volunteers. We hope these changes will make the volunteer experience even more enjoyable for you.



If you have any questions or concerns, please do not hesitate to reach out to Sara Gibson, Volunteer Coordinator.

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