



Volunteer at All Faiths Food Bank

Volunteer Portal User Guide

Overview

Each year, **millions of meals** reach our community through mobile pantries, farm markets, school and family pantries, wellness markets and agency partners.

Get involved by volunteering to sort and pack food donations, assemble BackPacks for children in our warehouse or distribute groceries at a mobile pantry site.

Together, we can end hunger in Sarasota and DeSoto counties!



Volunteer Portal Guide

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Important Volunteer Information



- Each person must have their own volunteer account.
 - You cannot share an account with another person.
 - Each account must also have a unique email address tied to it.
- You must be registered for a shift to volunteer.
 - Due to safety protocols and volunteer capacities, we do not allow walk-ins.
- Closed-toe shoes are required for all volunteer shifts.
- You will receive a volunteer T-shirt after completing three shifts.
- Some activities take place outdoors. Please monitor weather conditions and plan accordingly. Shifts will be canceled in the event of thunder and lightning, but will continue under other weather conditions.
- If you are completing court ordered community service hours, please call 941-549-8156 to get started.
- Children must be at least 10 years old to volunteer in our warehouse and at least 14 to volunteer at a mobile distribution site.
 - Children under the age of 16 should be accompanied by a parent or guardian.

Creating Your Volunteer Account



Create Your Volunteer Account

Step 1: Go to the All Faiths Food Bank website (allfaithsfoodbank.org).

Step 2: Hover over “Get Involved” and click “Volunteer.”

Step 3: If you are signing up for the first time, hover over the “New to Volunteering” box, then click “Register.”

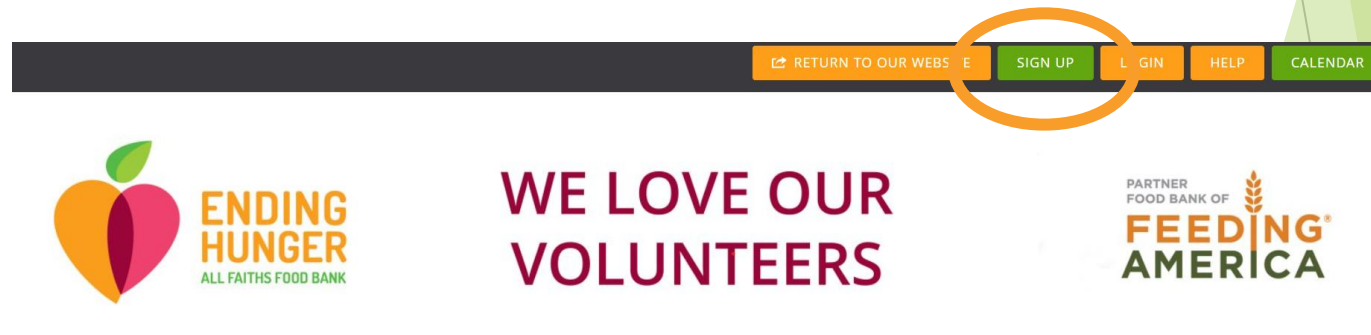
Note: if you are an existing volunteer, hover over the “Returning Volunteers” box and follow the prompts.

The screenshot displays the All Faiths Food Bank website. At the top, the logo for 'ENDING HUNGER ALL FAITHS FOOD BANK' is visible, along with navigation links: 'Find Help', 'Signature Events', 'Give', 'Get Involved', 'Our Work', and 'Share Your Story'. The 'Get Involved' link is highlighted with an orange circle, and a dropdown menu is open, showing options: 'Volunteer', 'Group or Corporate Opportunities', 'Campaigns and Events', 'Community Fundraisers', 'Become an Agency Partner', and 'Advocate'. The 'Volunteer' option is also circled in orange. Below the navigation bar, a large banner features a black and white photo of a man in a 'VIETNAM VETERAN' cap, with the text 'Hunger is close.' and buttons for 'Make a gift' and 'Learn more'. Below the banner, a section titled 'We love our hunger heroes' contains a paragraph about volunteers. At the bottom, there are three green boxes: 'New volunteers', 'Returning volunteers', and 'Volunteer core values'. The 'New volunteers' box contains text about volunteer opportunities and a 'Register' button, which is circled in orange.

Create Your Volunteer Account

Step 4: Click the “Sign Up” button in the top right-hand corner

Note: If you are a returning volunteer, you will click the “Log In” button, also in the top right-hand corner.



Create Your Volunteer Account

Step 5: Complete Step 1 of the registration process. You will be prompted to create a password and review and agree to the Privacy Policy.

Once completed, click “Create Your Account.”

We use email to keep you informed of important confirmations, updates, changes, and reminders for your opportunity responses. Make sure you get these messages by selecting yes to receive emails from this site. Update your communication preferences in your profile at any time! *

☐ Yes ☐ No

☐ I have read and agree to [Privacy Policy](#).*

CREATE YOUR ACCOUNT

Step 1 of 3: Create an Account

Already have an account? [Click here](#)

Thank you for creating a volunteer profile for All Faiths Food Bank. We look forward to working with you!

OR

Sign up with your email address

☒ Send me texts from this site

Create Your Volunteer Account

Step 6: Complete Step 2 of the registration process, then click “Continue to Next Step.”

Step 2 of 3: Additional Questions

T-shirt size (you will receive your volunteer shirt after completing 3 activities) *	Are you completing community service hours? *
Do you have any physical restrictions? If yes, please call 941-549-8156.	Are you interested in helping as a team leader in the future?
Have you ever been employed by All Faiths Food Bank? *	

CONTINUE TO NEXT STEP

Create Your Volunteer Account

Step 6: Complete Step 3 of the registration process and select any skills or interests you have.

Step 3 of 3: Select Skills
What interests, talents, and skills do you have?

 Social Media	 Physical Labor	 Legal	 Language - Ukrainian
 Marketing	 Language - French	 Technology	 Education
 Food Prep/Culinary	 Advocacy	 Language - Russian	 Medical

Create Your Volunteer Account

You have now completed the registration process!

Click “Continue” to begin viewing volunteer opportunities.

Note: You cannot sign up for shifts until you have signed a waiver and attended a new volunteer orientation, which will be explained in the next section.

With this new system, both new and existing volunteers will need to sign the waiver.

Welcome to All Faiths Food Bank, Victoria!

You finished your profile and are now part of All Faiths Food Bank. Click **Continue** to start exploring.

CONTINUE

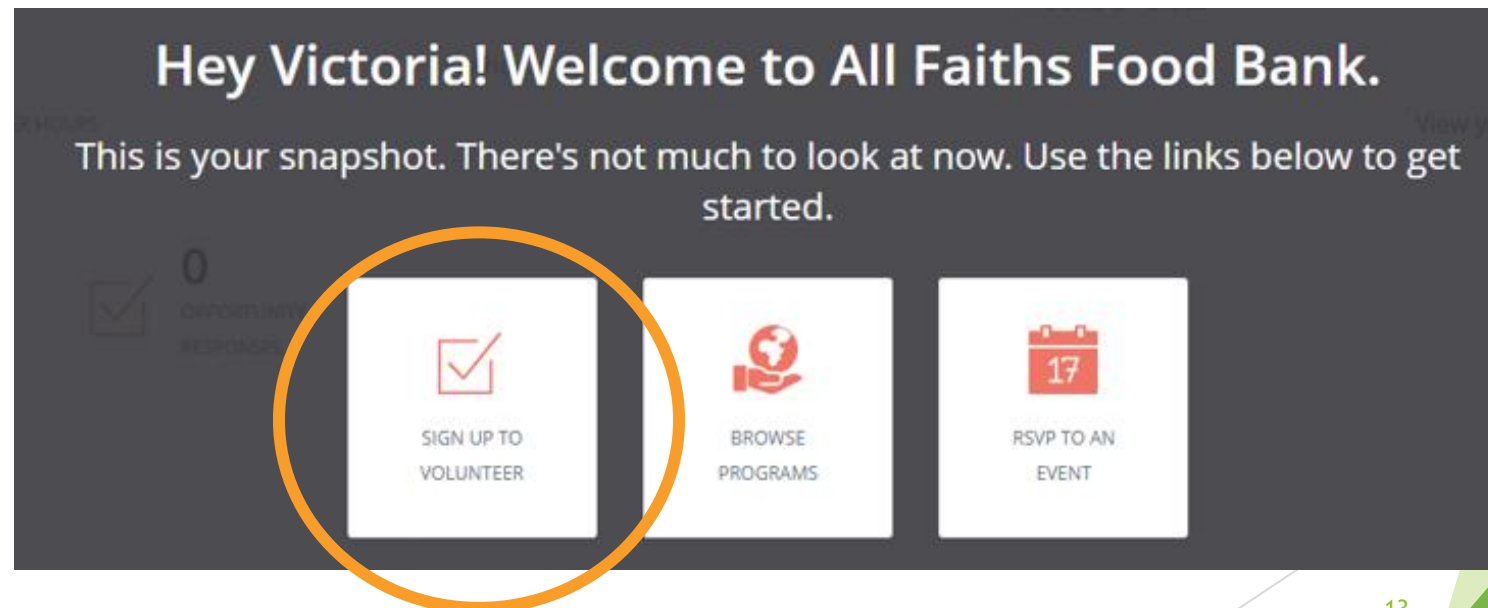
Didn't receive a welcome email? [Send it again.](#)

Completing Your New Volunteer Qualifications



Complete New Volunteer Qualifications

Step 1: When this appears on your dashboard, click “Sign Up to Volunteer.” This will prompt your qualifications to appear.



Complete New Volunteer Qualifications

Step 2: Click the “Qualification Needed” button to proceed.

This area requires one or more qualifications to view. Click below to get started

QUALIFICATION NEEDED



Complete New Volunteer Qualifications

Step 3: Click to Sign the All Faiths Food Bank Terms and Conditions

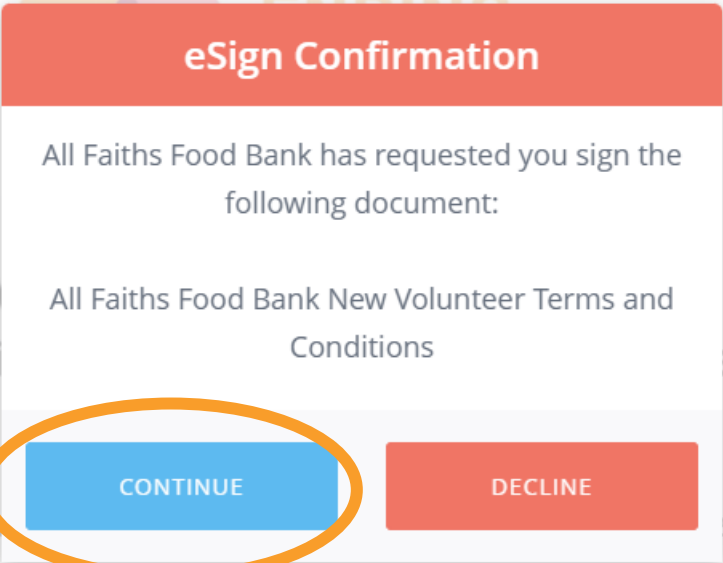
Have you read and agreed to the volunteer terms and conditions?

SUBMIT QUALIFICATIONS

Click to sign: [All Faiths Food Bank New Volunteer Terms and Conditions](#)

Complete New Volunteer Qualifications

Step 4: Click “Continue” to electronically sign the terms and conditions document.



The image shows a white dialog box with a red header bar. The header bar contains the text "eSign Confirmation" in white. Below the header, the text "All Faiths Food Bank has requested you sign the following document:" is displayed. Underneath, the document title "All Faiths Food Bank New Volunteer Terms and Conditions" is shown. At the bottom of the dialog, there are two buttons: a blue button labeled "CONTINUE" and a red button labeled "DECLINE". The "CONTINUE" button is circled with an orange line. The dialog box is overlaid on a background that includes a faint watermark of a fruit and some text from another page, such as "read and si", "elow", "ropriate clo", "ent. No tank", and "ied toe shoes (no sandals) when working anywhere in the warehouse".

eSign Confirmation

All Faiths Food Bank has requested you sign the following document:

All Faiths Food Bank New Volunteer Terms and Conditions

CONTINUE **DECLINE**

Complete New Volunteer Qualifications

Step 5: Click “Submit Page and Proceed” after reaching each section until you reach the end of the document.

Note: You will also be asked to enter your birthdate. This will determine if you sign the waiver for adults (over 18) or minors (under 18).



Volunteer Application
Please read and sign the Volunteer Agreement Below

Safety

- Wear appropriate clothing as specified for your work assignment. No tank tops please.
- Wear closed toe shoes (no sandals) when working anywhere in the warehouse or at pantries.
- Be attentive at all times, watching for forklifts, pallet jacks, and other equipment used

SUBMIT PAGE AND PROCEED CANCEL

Complete New Volunteer Qualifications

Step 6: At the end of the document, you will be prompted to type in your e-signature and the date.

Once you have completed these fields, click “Complete Signing” at the bottom.

Note: If you are under 18, your parent or guardian will need to sign for you.

I declare that (1) I am of legal age and I have every right to contract in my own name, or if under-age, my parent or legal guardian has signed below and accepts these conditions; (2) I have every right to grant All Faiths Food Bank the use of my Photograph or likeness without violating other commitments; and (3) the appropriate release and/or authorizations have been obtained from any and every person shown in any photographs I have provided to All Faiths Food Bank.

Volunteer Name INITIALS

Volunteer Signature SIGNATURE Date DATE

If you are under the age of 18 years old, please have parent or guardian fill out information below.

Parent or Guardian Printed Name _____ Relationship _____

COMPLETE SIGNING CANCEL

Complete New Volunteer Qualifications

Step 7: Click “Yes” to consent to signing the document electronically.

18 years old, please have parent or guardian fill out

me

ip

Are you sure?

Do you consent to signing this document electronically?

YES **NO**

ial opportunity employer and organization that is fully
e talent in order to better reflect the wide variety of ex

Complete New Volunteer Qualifications

Step 8: Click “Submit Qualification” to confirm you completed this step.

Note: the Volunteer Specialist will need to approve on their end before it is officially marked as completed. So, you will see that it is “pending” until this is approved on the admin side.

Have you read and agreed to the volunteer terms and conditions?

Status: Pending

Status: Pending

SUBMIT QUALIFICATIONS

Complete New Volunteer Qualifications

Step 9: You will be able to view the calendar of upcoming activities once you've signed the terms and conditions, but to sign up for a shift, you must complete one more qualification – attending an orientation.

On the activities calendar, click on an opportunity, which will prompt you to complete your next qualification.



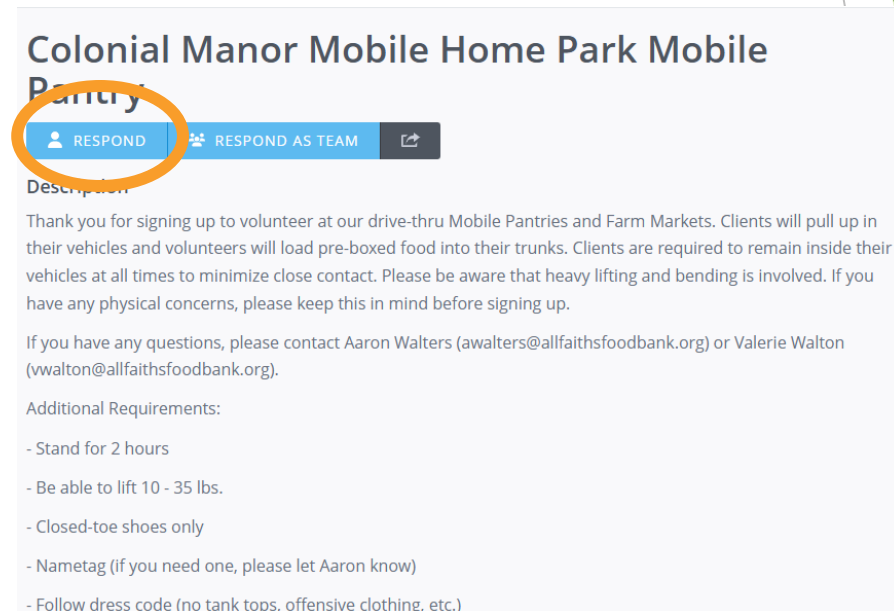
< FEBRUARY 2026 >						
	Tue	Wed	Thu	Fri	Sat	
Colonial Manor Mobile Home Park Mobile Pantry 1 Mobile Pantries/Farm Markets 8:00am - 11:00am 10 Thank you for signing up to volunteer at our drive-thru Mobile Pantries and Farm Markets. Clients will pull up in their vehicles and volunteers will load pre-boxed food into their trunks. Clients are required to remain inside their vehicles at all ti...	3 Colonial Manor M... Colonial Manor M... First Baptist Ch... First Baptist Ch... Riverview High S... VIEW 2 MORE	4 Good Shepherd Mo... Good Shepherd Ch... Good Shepherd Ch... Church of the Pa... Church of the Pa... VIEW 4 MORE	5 Colonial Baptist... Colonial Baptist... Colonial Baptist... VIEW MORE	6 Arcadia Housing ... Arcadia Housing ... Glasser Schoenba... Glasser Schoenba... Glasser Schoenba... VIEW MORE	7 Englewood Method.. Englewood Method.. Englewood Method.. VIEW MORE	
8	9 DeSoto Village M... DeSoto Village M... DeSoto Village M... Sarasota Hope Ho... Sarasota Hope Ho... VIEW 3 MORE	10 Veteran's Mobile... Veteran's Mobile... Veteran's Mobile... Friendship Bapti... Friendship Bapti... VIEW 4 MORE	11 Nokomis Park - L... Nokomis Park Mob... Nokomis Park Mob... Roy McBean Boys ... Roy McBean Boys ... VIEW 2 MORE	12 Venice Middle Sc... Venice Middle Sc... Venice Middle Sc... VIEW MORE	13	14

Complete New Volunteer Qualifications

Step 10: Click “Respond.”

Step 11: Under the next qualification pop up window, click “Sign up for a new volunteer orientation.”

Note: If you are an existing volunteer, select “Training Completed Previously” to bypass this step. If you are part of a team, select “I am part of a team, volunteering on a specific day” to bypass this step.



Colonial Manor Mobile Home Park Mobile Pantry

[RESPOND](#) [RESPOND AS TEAM](#)

Description

Thank you for signing up to volunteer at our drive-thru Mobile Pantries and Farm Markets. Clients will pull up in their vehicles and volunteers will load pre-boxed food into their trunks. Clients are required to remain inside their vehicles at all times to minimize close contact. Please be aware that heavy lifting and bending is involved. If you have any physical concerns, please keep this in mind before signing up.

If you have any questions, please contact Aaron Walters (awalters@allfaithsfoodbank.org) or Valerie Walton (vwalton@allfaithsfoodbank.org).

Additional Requirements:

- Stand for 2 hours
- Be able to lift 10 - 35 lbs.
- Closed-toe shoes only
- Nametag (if you need one, please let Aaron know)
- Follow dress code (no tank tops, offensive clothing, etc.)

Submit Qualifications

Provide the needed information to qualify for certain opportunities on this site. If a date is requested, select or enter the date the qualification expires. Once submitted, a qualification is pending until approved by a site manager.

Have you signed up to attend a new volunteer orientation?

[Sign up for new volunteer orientation](#)

[SUBMIT QUALIFICATIONS](#)

Complete New Volunteer Qualifications



Step 12: You have three available options:

- 1) In-person orientation in Arcadia
- 2) In-person orientation in Sarasota
- 3) Recorded video orientation if your schedule does not allow you to attend in person
- 4) Click the applicable link to sign up for the option that meets your needs

If you live in Arcadia or plan to volunteer at the DeSoto Food and Resource Center, please sign up for an orientation using this link: [DeSoto Orientation](#)

If you plan to volunteer at our Sarasota County activities, please sign up for an orientation using this link: [Sarasota Orientation](#)

If you are unable to attend an in-person orientation, please click this link to access a recorded version: [Video Orientation](#)

Note: If you watch the recording, you will need to email Aaron Walters (awalters@allfaithsfoodbank.org) to notify him that you have completed it.



Congratulations! You have satisfied the requirements for becoming a volunteer at All Faiths Food Bank!

The rest of this guide will show you how to sign up for shifts and other important information that you can find on your portal.

Volunteer Portal Homepage



AFFB Volunteer Portal Homepage

This is the homepage of your volunteer portal.

- 1) View and sign up for available opportunities
- 2) View the number of volunteer hours you have completed
- 3) Click in this box to view the shifts you have registered for in a list view
- 4) Click “Volunteer Resume” to print a log of all your hours
- 5) Click the dropdown arrow in the top right-hand corner to view menu to complete tasks, such as updating information, managing your teams, viewing messages and more

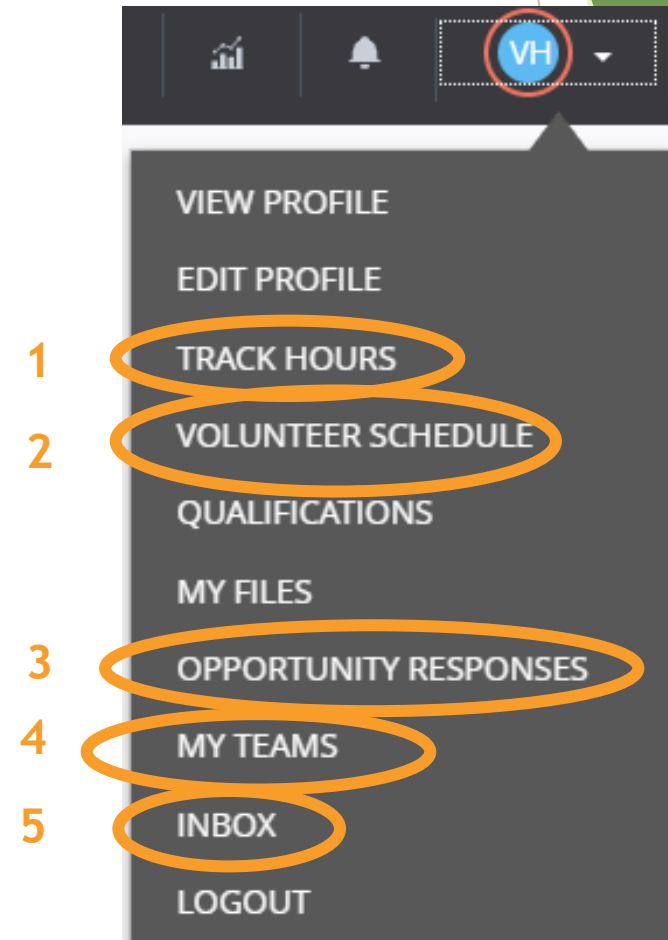
The screenshot displays the AFFB Volunteer Portal homepage. At the top right, a large stylized apple logo is visible. Below it, a dark navigation bar contains links: RETURN TO OUR WEBSITE, MANAGER, CALENDAR, and a user profile icon labeled 'VH' with a dropdown arrow (callout 5). The main content area features the 'ENDING HUNGER ALL FAITHS FOOD BANK' logo, the text 'WE LOVE OUR VOLUNTEERS', and the 'PARTNER FOOD BANK OF FEEDING AMERICA' logo. A sidebar on the left lists navigation options: DASHBOARD (callout 1), OPPORTUNITIES (callout 2), EVENTS, PROGRAMS, and VOLUNTEER PORTAL FREQUENTLY ASKED QUESTIONS. The main content area shows a welcome message for 'Victoria!' and a volunteer snapshot for August 5, 2026. It includes four summary cards: VOLUNTEER HOURS (0, callout 2), IMPACT VALUE (\$0.00, callout 3), OPPORTUNITY RESPONSES (0, callout 3), and HOURS BY SKILL (No hours by skill found, callout 4). A link to 'View your full Volunteer Resume' is circled (callout 4).

AFFB Volunteer Portal Homepage

The dropdown menu:

- 1) Edit your contact information and change your password
- 2) View the shifts you've registered for in a calendar view
- 3) View the shifts you've registered for in a list view
- 4) Manage your team(s)
- 5) View messages from AFFB

If you upload a profile picture, your picture will replace your initials.

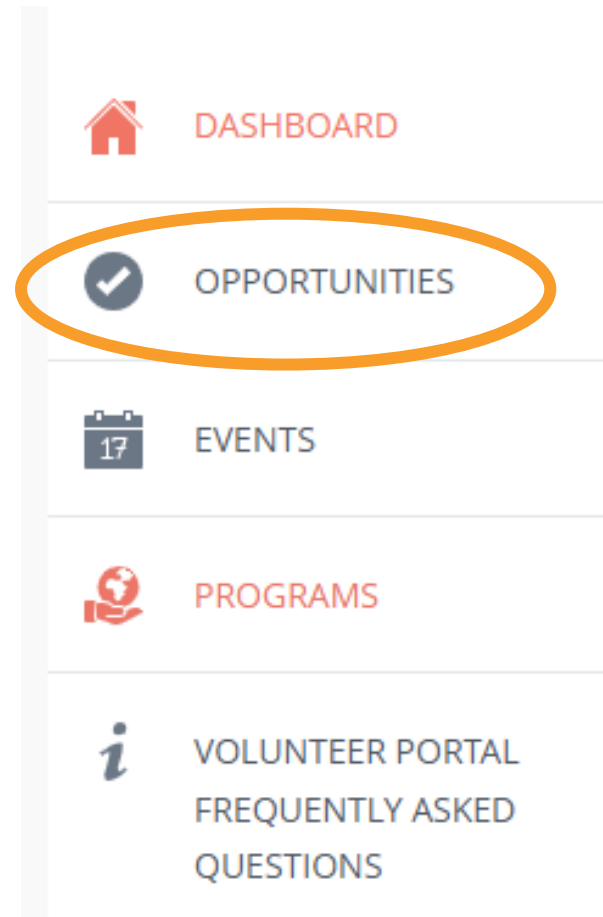


Registering for a Shift



Register for a Shift

Step 1: On the left sidebar of your dashboard, Click “Opportunities.”



Register for a Shift

Step 2: The opportunities page will show you all available activities for the month in a calendar view.

You can scroll to upcoming months. You can also filter by search criteria if you want to narrow your options or are looking for something more specific.

FILTER BY -- SELECT A FILTER --

-- SELECT A FILTER --

- Age
- Program
- Available Slots
- County
- Family Friendly
- Skill
- Outdoors
- Qualification
- Teams
- Virtual Opportunity
- Wheelchair Accessible

< FEBRUARY 2026 >						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Booker Middle SC... Booker Middle SC... Booker Middle SC... VIEW MORE	3 Colonial Manor M... Colonial Manor M... First Baptist Ch... Frist Baptist Ch... Riverview High S... VIEW 2 MORE	4 Good Shepherd Mo... Good Shepherd Ch... Good Shepherd Ch... Church of the Pa... Church of the Pa... VIEW 4 MORE	5 Colonial Baptist... Colonial Baptist... Colonial Baptist... VIEW MORE	6 Arcadia Housing ... Arcadia Housing ... Glasser Schoenba... Glasser Schoenba... VIEW MORE	7 Englewood Method.. Englewood Method.. Englewood Method.. VIEW MORE
	9 DeSoto Village M... DeSoto Village M... DeSoto Village M... Sarasota Hope Ho... Sarasota Hope Ho... VIEW 3 MORE	10 Veteran's Mobile... Veteran's Mobile... Veteran's Mobile... Friendship Bapti... Friendship Bapti... VIEW 4 MORE	11 Nokomis Park - L... Nokomis Park Mob... Nokomis Park Mob... Roy McBean Boys ... Roy McBean Boys ... VIEW 3 MORE	12 Venice Middle Sc... Venice Middle Sc... Venice Middle Sc... VIEW MORE	13	14

Register for a Shift

Step 3: Click on the event you want to sign up for.

Colonial Manor Mobile Home Park Mobile Pantry

1 Mobile Pantries/Farm Markets 8:00am - 11:00am 10

Thank you for signing up to volunteer at our drive-thru Mobile Pantries and Farm Markets. Clients will pull up in their vehicles and volunteers will load pre-boxed food into their trunks. Clients are required to remain inside their vehicles at all ti...

Tue

3

- Colonial Manor M...
- Colonial Manor M...
- First Baptist Ch...
- Frist Baptist Ch...
- Riverview High S...

VIEW 2 MORE

31

Register for a Shift

Step 4: Respond as an individual or as a team.

Note: Responding as a team means you can reserve multiple spots at one time. Teams are only allowed to reserve 15 spots per shift. If your group is 20 or more, please reach out to the Volunteer Specialist directly to schedule a private event.

Instructions are provided in later slides.



Colonial Manor Mobile Home Park Mobile Pantry



RESPOND



RESPOND AS TEAM



Description

Thank you for signing up to volunteer at our drive-thru Mobile Pantries and Farm Markets. Clients will pull up in their vehicles and volunteers will load pre-boxed food into their trunks. Clients are required to remain inside their vehicles at all times to minimize close contact. Please be aware that heavy lifting and bending is involved. If you have any physical concerns, please keep this in mind before signing up.

If you have any questions, please contact Aaron Walters (awalters@allfaithsfoodbank.org) or Valerie Walton (vwalton@allfaithsfoodbank.org).

Register for a Shift

Step 5: When you click “Respond,” you will see all available shifts for the opportunity under “Opportunity Shifts.”

Either select the dates you would like to volunteer for or toggle from “No” to “Yes” next to “Respond to All Shifts” to select all.



Opportunity Shifts

Respond to All Shifts ☐ No ☒ Show All ▼

☒ Tue Mar 3, 2026 @ 8:00am	☒ Tue Apr 7, 2026 @ 8:00am	☒ Tue May 5, 2026 @ 8:00am
☒ Tue Jun 2, 2026 @ 8:00am	☒ Tue Jul 7, 2026 @ 8:00am	☒ Tue Aug 4, 2026 @ 8:00am
☒ Tue Sep 1, 2026 @ 8:00am	☒ Tue Oct 6, 2026 @ 8:00am	☒ Tue Nov 3, 2026 @ 8:00am
☒ Tue Dec 1, 2026 @ 8:00am		

Register for a Shift

Step 6: Scroll to the bottom of the screen and click “Submit Opportunity Response” to complete your registration.

You will know you have successfully registered when you receive a confirmation email.



Additional Volunteer Information

Response Notes 

Response Notes

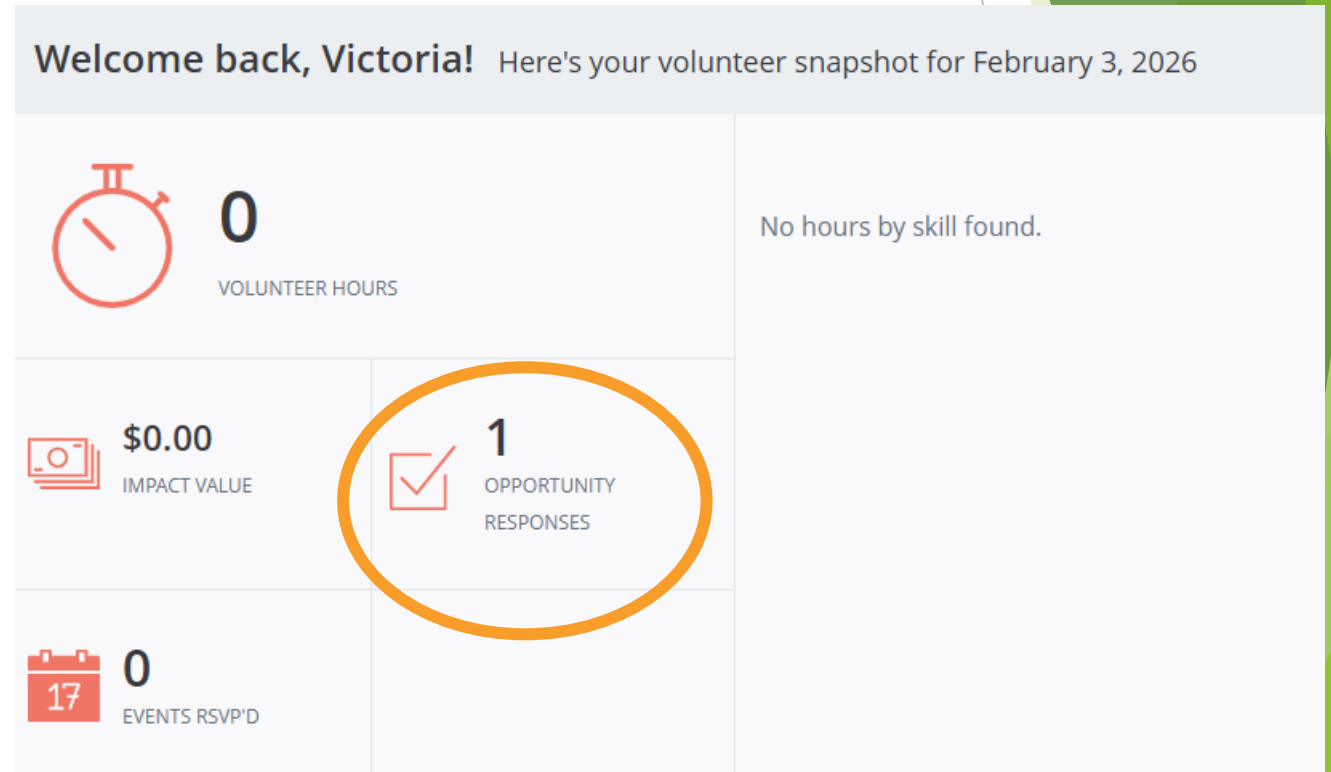
SUBMIT OPPORTUNITY RESPONSE CANCEL

Canceling a Shift



Cancel a Shift

Step 1: Click on “Opportunity Responses” on your main dashboard.



Cancel a Shift

Step 2: This screen shows all your volunteer responses; responses that have already happened will be grayed out. Find the shift in the list that you want to cancel.

Under “Options,” click the drop-down menu and select “Unregister.”

You can also see opportunities that you are waitlisted for on this screen.

Volunteer Responses

TABLE FILTER

OPPORTUNITY NAME	PROGRAM NAME	RESPONSE DATE	SHIFT START	OPTIONS
Colonial Baptist Church Mobile Pantry	Mobile Pantries/Farm Markets	Feb 3, 2026	Feb 5, 2026 4:00pm	Select an action Select an action Edit Add Hours Unregister
SHOWING 1 TO 1 OF 1 ENTRIES				

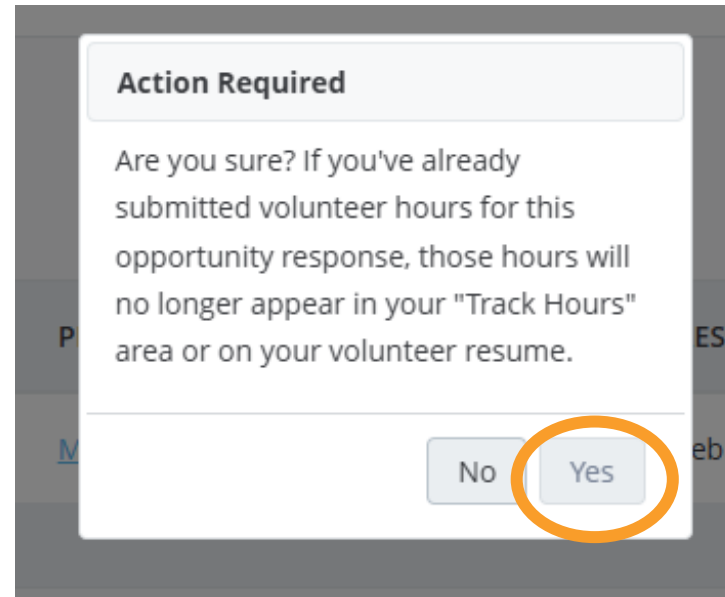
Waitlist

OPPORTUNITY	DATE ADDED	SHIFT ID	SHIFT START	OPTIONS
There are no waitlist users for this opportunity.				

Cancel a Shift

Step 3: If you are sure you want to cancel the shift, select “Yes” when the “Action Needed” window pops up.

You will know your cancelation was successful when you receive a confirmation email.





Creating a Team

This section is for creating the team and registering the team for a shift. If you have an existing team, you will follow the same steps to register for a shift.

Team (or Group) Information

- Groups are allowed to volunteer together at the warehouse or at a mobile distribution site. Your group may be made up of friends, family, coworkers, classmates, etc.
- If you sign up at a mobile pantry, we cannot guarantee that you will all be doing the same task. If you sign up at the warehouse, you may request a specific task (i.e. BackPacking), but please note, activities are subject to change based on the needs of the day.
- A team can reserve up to 15 spots per shift in the warehouse. At a mobile pantry, a team can reserve up to five spots. If your group is larger, please contact the Volunteer Specialist directly for information on scheduling a private shift.
- If you would like to volunteer as a group on a Saturday in the warehouse, please also contact the Volunteer Specialist directly.
- Everyone on the team must create an account and register for the shift.
- You do not need to know everyone's name at the time you create the team and reserve spots.



Create a Team

You must create a volunteer account before creating a team. To create your volunteer account, follow the steps on page 5.

Step 1: Log into your account at by entering your email address and password then clicking “Login.”



Login

Don't have an account yet? [Sign Up!](#)

 LOG IN WITH FACEBOOK

OR

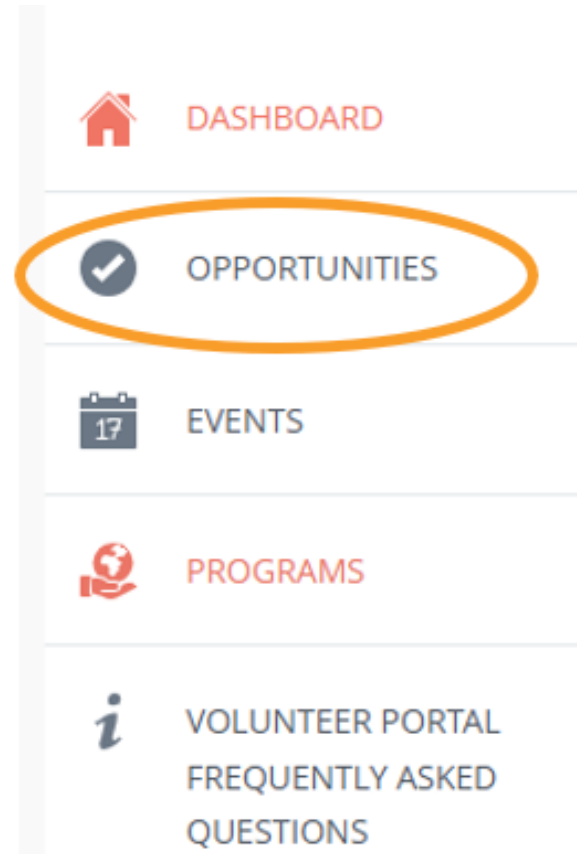
Remember me ☐

LOGIN

[Forgot your password?](#)

Create a Team

Step 2: On the left sidebar of the dashboard, click “Opportunities.”



Create a Team

Step 3: In the filter, click “Teams.”
Then, under “Select Access,” click
“Accepting Teams.”

SEARCH BY

FILTER BY -- SELECT A FILTER --

- SELECT A FILTER --
- Age
- Program
- Available Slots
- County
- Family Friendly
- Skill
- Outdoors
- Qualification
- Teams**
- Virtual Opportunity
- Wheelchair Accessible
- Englewood Method...

SEARCH BY

FILTER BY -- SELECT A FILTER --

× -- SELECT ACCESS --

- SELECT ACCESS --
- Individuals Only
- Accepting Teams**

Create a Team

Step 4: Click “Respond As Team” on the opportunity detail page at the top or scroll down on the page and click “Respond As Team” for a specific shift.

Note: You can select a shift time on a later screen.

Colonial Manor Mobile Home Park Mobile Pantry

 RESPOND  **RESPOND AS TEAM** 

Description

Thank you for signing up to volunteer at our drive-thru Mobile Pantries and Farm Markets. Clients will pull up in their vehicles and volunteers will load pre-boxed food into their trunks. Clients are required to remain inside their vehicles at all times to minimize close contact. Please be aware that heavy lifting and bending is involved. If you have any physical concerns, please keep this in mind before signing up.

If you have any questions, please contact Aaron Walters (awalters@allfaithsfoodbank.org) or Valerie Walton (vwalton@allfaithsfoodbank.org).



Create a Team

Step 5: Enter your team name and click “Add Me.”

Note: Do NOT click “Add Volunteer.”

If you have been a team leader before, you will see a pop-up that asks if you want to use an existing team or create a new team before coming to this screen.

Build Your Team

Want guidance? [Read how to create a team](#)

Team Name *

ADD ME

ADD VOLUNTEER

ADD FROM A USER GROUP

How big is my team now? 0
How big can my team be for this opportunity? 10
How many shifts are available for this team size? 10

Add new team members.
Check by a name to select one or more team leaders.

LEADER	FIRST NAME	LAST NAME	EMAIL	REMOVE
--------	------------	-----------	-------	--------

Reserve Additional Slots

0

CONTINUE

CANCEL

Next you will select when you will volunteer.

Create a Team

Step 6: Click the check box next to your name under the “Leader” column then click “Continue”

Note: You can add another team leader later.

Add new team members.
Check by a name to select one or more team leaders.

LEADER	FIRST NAME	LAST NAME	EMAIL	REMOVE
☒	Victoria	Hasselbring	vhasselbring@allfaithsfoodbank.org	×

SHOWING 1 TO 1 OF 1 ENTRIES

PREVIOUS 1 NEXT

Reserve Additional Slots

[CONTINUE](#) [CANCEL](#)

Create a Team

Step 7: Click the check box next to the shift you would like to register your team for then click “Finish.”

Note: You can select multiple shifts on this screen. Scroll to see available shifts by using the “previous” and “next” buttons in the bottom right-hand corner.

The “Remaining Slots” column tells you how many open spots there are for the shift at the current moment in time.



SHIFT BEGINS	SHIFT ENDS	REMAINING SLOTS	RESPONSES
☒ Tue Mar 3, 2026 @ 8:00am	Tue Mar 3, 2026 @ 11:00am	10	0
☒ Tue Apr 7, 2026 @ 8:00am	Tue Apr 7, 2026 @ 11:00am	10	0
☐ Tue May 5, 2026 @ 8:00am	Tue May 5, 2026 @ 11:00am	10	0
☐ Tue Jun 2, 2026 @ 8:00am	Tue Jun 2, 2026 @ 11:00am	10	0
☐ Tue Jul 7, 2026 @ 8:00am	Tue Jul 7, 2026 @ 11:00am	10	0
☐ Tue Aug 4, 2026 @ 8:00am	Tue Aug 4, 2026 @ 11:00am	10	0
☐ Tue Sep 1, 2026 @ 8:00am	Tue Sep 1, 2026 @ 11:00am	10	0
☐ Tue Oct 6, 2026 @ 8:00am	Tue Oct 6, 2026 @ 11:00am	10	0
☐ Tue Nov 3, 2026 @ 8:00am	Tue Nov 3, 2026 @ 11:00am	10	0
☐ Tue Dec 1, 2026 @ 8:00am	Tue Dec 1, 2026 @ 11:00am	10	0
SHOWING 1 TO 10 OF 10 ENTRIES		PREVIOUS NEXT	
FINISH GO BACK			

Create a Team

After clicking “Finish,” this screen will automatically come up, and you see a green box with the message that a team member has been added. You are the only person on the team right now and there are not additional spots yet.

This is the “My Teams” page. You can manage your team from this page. All your teams will be listed in the table

Now you need to reserve spots for your team members on the shift; the next page begins that process.

My Teams

VIEW PROFILE EDIT PROFILE TRACK HOURS VOLUNTEER SCHEDULE MY FILES OPPORTUNITY RESPONSES **MY TEAMS** QUALIFICATIONS

INBOX

Test

TABLE FILTER

TEAM NAME	OPPORTUNITY TITLE	SHIFT BEGINS	MEMBERS	LEADER	RESUME	OPTIONS
Search Team Name	Search Opportunity	Search Shift Begins	Search	Search		
Test	Colonial Manor Mobile Home Park Mobile Pantry	Mar 3, 2026 @ 8:00am	1	Yes	VIEW RESUME	Manage Team
Test	Colonial Manor Mobile Home Park Mobile Pantry	Apr 7, 2026 @ 8:00am	1	Yes	VIEW RESUME	Manage Team

SHOWING 1 TO 2 OF 2 ENTRIES [PREVIOUS](#) [NEXT](#)

Create a Team

Step 8: Click the “Manage Team” link on the right-hand side of the table for the corresponding team you need to reserve spots for.

My Teams

[VIEW PROFILE](#) [EDIT PROFILE](#) [TRACK HOURS](#) [VOLUNTEER SCHEDULE](#) [MY FILES](#) [OPPORTUNITY RESPONSES](#) [MY TEAMS](#) [QUALIFICATIONS](#)

INBOX

Test

TABLE FILTER

TEAM NAME	OPPORTUNITY TITLE	SHIFT BEGINS	MEMBERS	LEADER	RESUME	OPTIONS
Search Team Nam	Search Opportuni	Search Shift Bi	Search	Search		
Test	Colonial Manor Mobile Home Park Mobile Pantry	Mar 3, 2026 @ 8:00am	1	Yes	VIEW RESUME	Manage Team
Test	Colonial Manor Mobile Home Park Mobile Pantry	Apr 7, 2026 @ 8:00am	1	Yes	VIEW RESUME	Manage Team

SHOWING 1 TO 2 OF 2 ENTRIES

[PREVIOUS](#) [NEXT](#)

Create a Team

Step 9: Click the drop-down arrow in the box next to “Reserved Slots” to select the number of slots you would like to reserve. Then click “Update.”

Note: The number of reserved spots available is equivalent to how many total spots are available. For mobile pantries, please limit your team to 5. For warehouse shifts, please limit your team to 15.

Team Members

Opportunity: Colonial Manor Mobile Home Park Mobile Pantry

Team: Test - Mar 3, 2026 @ 8:00am

Reserved Slots

1



UPDATE

+ ADD DEFAULT HOURS

✉ EMAIL MEMBERS

COI



Add Team Members to a Team

You will send your group members a unique link to join your team. Copy the link by clicking “Copy Join Link” in the center of the page.

If you need to obtain this link later, follow the steps on the previous pages.

Note: You can also add team members, yourself by clicking “Add Team Member.” But this only works if you can fill out a profile for them or if they are an existing volunteer.

Team Members

Opportunity: Colonial Manor Mobile Home Park Mobile Pantry
Team: Test - Mar 3, 2026 @ 8:00am

Reserved Slots: 4 UPDATE

+ ADD DEFAULT HOURS EMAIL MEMBERS COPY JOIN LINK COPY RESUME LINK ADD TEAM MEMBER

TABLE FILTER

☒	EMAIL	MOBILE	PHONE	FIRST	LAST	OPTIONS	LEADER
☒	vhasselbring@allfaithsfoodbank.org			Victoria	Hasselbring	🔍 ✎ ✕	☒

UNREGISTER TEAM

Joining a Team



Join a Team

If you were provided a unique team link from a team leader, follow the steps on the following slides to join the team.

You MUST create an account before using the link you were provided. The link will not work if you do not have an account. You can find the steps to create an account starting on page 5 of this guide.

Note: If you are trying to join the team within five calendar days of the shift date, you will not be able to as the unfilled reserved spots are released five calendar days before the shift date. You can register for the shift if there are available spots for the shift; directions start on page 31.



Join a Team

After logging in, you are taken to a page to join the team. This page has the team name at the top followed by the information regarding the shift.

Note: If you were already logged in, the link brought you directly to this page.

Join Team "Test Team Opportunity "

[Opportunity: Colonial Manor Mobile Home Park Mobile Pantry.](#)

March 3rd, 2026 8:00am

Location

1200 Ridgewood Ave
Venice, FL 34285

Thank you for signing up to volunteer at our drive-thru Mobile Pantries and Farm Markets. Clients will pull up in their vehicles and volunteers will load pre-boxed food into their trunks. Clients are required to remain inside their vehicles at all times to minimize close contact. Please be aware that heavy lifting and bending is involved. If you have any physical concerns, please keep this in mind before signing up.

If you have any questions, please contact Aaron Walters (awalters@allfaithsfoodbank.org) or Valerie Walton (vwalton@allfaithsfoodbank.org).

Additional Requirements:

- Stand for 2 hours
- Be able to lift 10 - 35 lbs.
- Closed-toe shoes only



Join a Team

Step 1: Scroll to the bottom of the team page and click the “Join Team” button.

Opportunity: Colonial Manor Mobile Home Park Mobile Pantry

March 3rd, 2026 8:00am

Location

1200 Ridgewood Ave
Venice, FL 34285

Thank you for signing up to volunteer at our drive-thru Mobile Pantries and Farm Markets. Clients will pull up in their vehicles and volunteers will load pre-boxed food into their trunks. Clients are required to remain inside their vehicles at all times to minimize close contact. Please be aware that heavy lifting and bending is involved. If you have any physical concerns, please keep this in mind before signing up.

If you have any questions, please contact Aaron Walters (awalters@allfaithsfoodbank.org) or Valerie Walton (vwalton@allfaithsfoodbank.org).

Additional Requirements:

- Stand for 2 hours
- Be able to lift 10 - 35 lbs.
- Closed-toe shoes only
- Nametag (if you need one, please let Aaron know)
- Follow dress code (no tank tops, offensive clothing, etc.)
- If you are a new volunteer, you will receive your volunteer T-shirt after completing 3 shifts (email Aaron once you have met these requirements)

JOIN TEAM

CANCEL

Join a Team

You have successfully joined the team when you see this window appear. You can also add the event to your personal calendar.

You will see this shift appear on your opportunities section now.



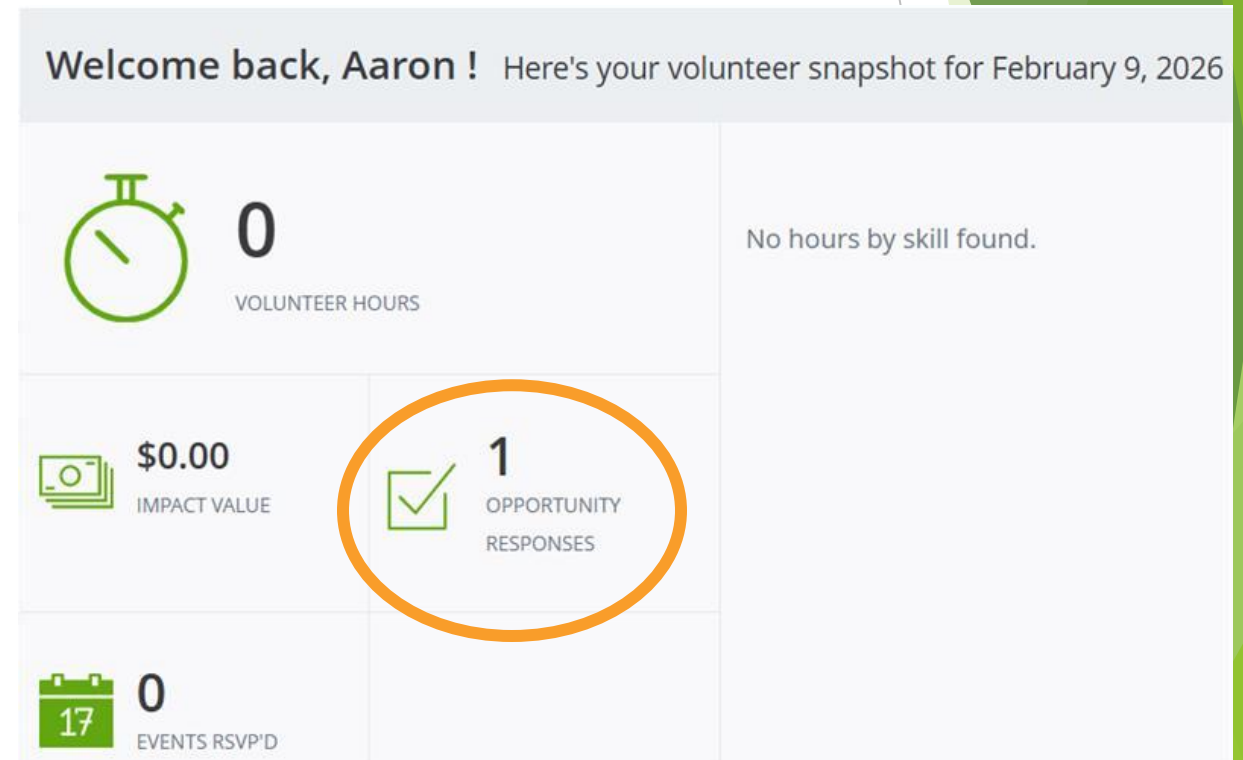
Leaving a Team



Leave a Team

If you can no longer volunteer with your team, you can leave the team, which will unregister you for the opportunity.

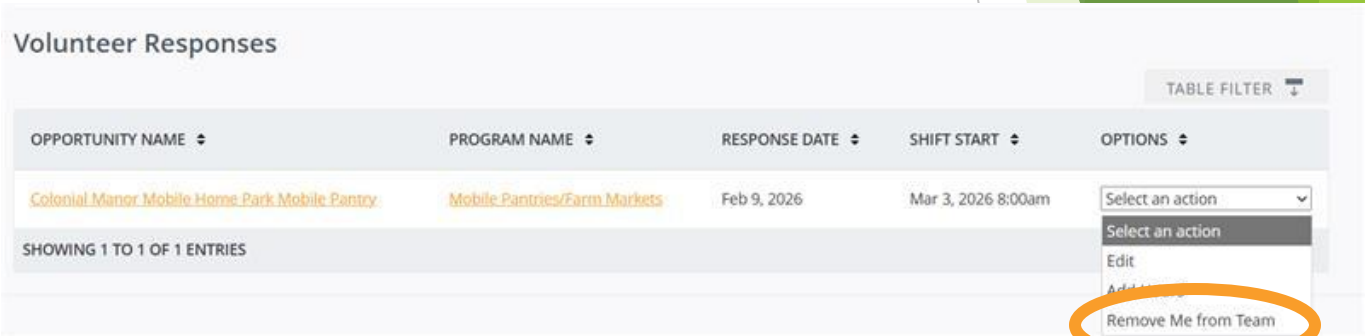
Step 1: After logging into your account, click on “Opportunity Responses” on the dashboard.



Leave a Team

Step 2: Select the drop-down arrow on the same row as the shift you want to cancel. Click “Remove Me from Team” from the dropdown menu.

Note: If you are registered for multiple shifts, this screen shows all your volunteer responses; responses that have already happened will be grayed out.



Leave a Team

Step 3: Click “Yes” in the pop-up box asking you to confirm your cancellation.

Action Required

Are you sure? If you've already submitted volunteer hours for this opportunity response, those hours will no longer appear in your "Track Hours" area or on your volunteer resume.



Downloading & Using the “Causer” App

The following instructions are based on an iPhone.
Steps may be different for an Android device.

Download & Use the Causer App

Step 1: Search for and download “Causer – Get Connected” in the App Store.

Look for this icon.



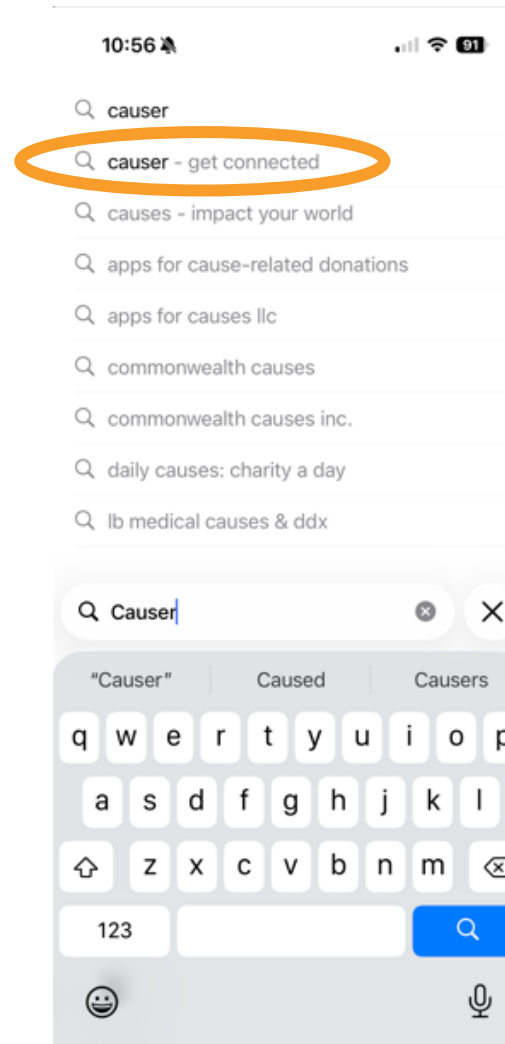
Causer - Get Connected

Productivity

★★★★☆ 70

Productivity | Business | Galaxy Digital

Open

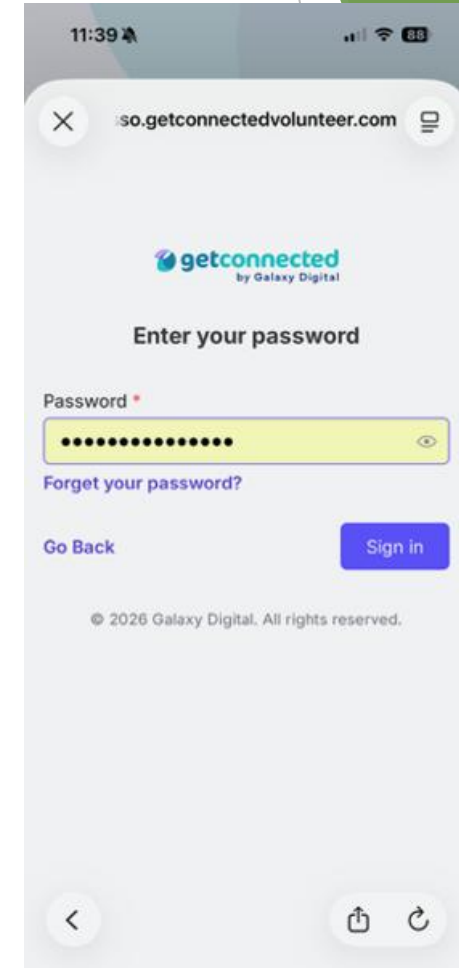
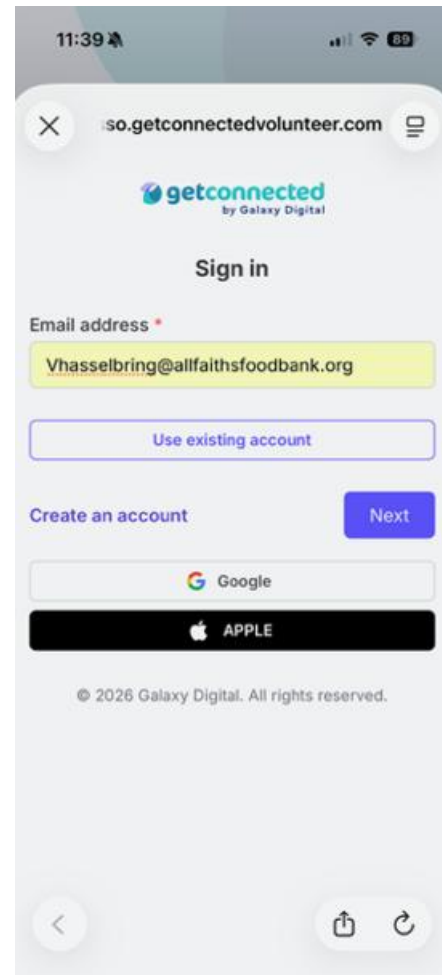


Download & Use the Causer App

Step 2: Type in the email address and password you used to create your desktop account.

Note: The app requires two-factor authentication for additional security.

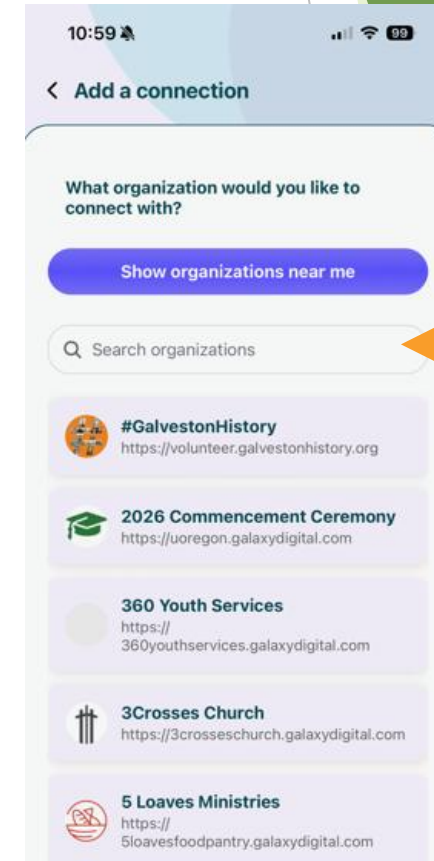
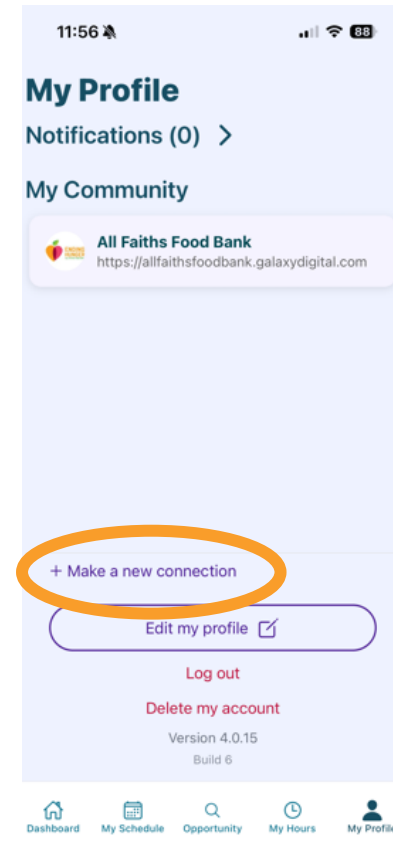
The first time you log in, you will receive an email with a verification code to type in. You should only have to do this once, the app will recognize you going forward.



Download & Use the Causer App

Step 3: Once you are logged in, you will need to search for and select “All Faiths Food Bank” under the “My Community” section.

You can do this by clicking “Make a New Connection” and searching for All Faiths Food Bank in the “Search Organizations” field. You can also click “Show Organizations Near Me” and allow the app to search for you.

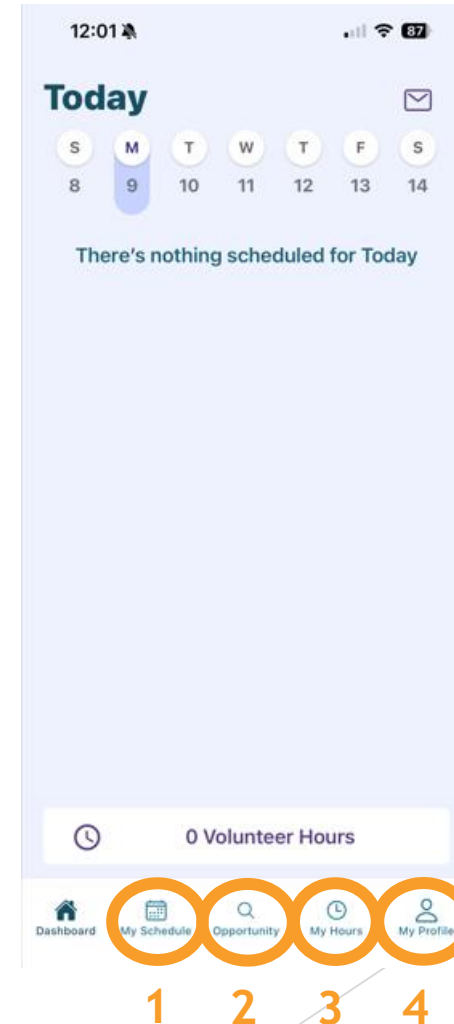


Download & Use the Causer App

Step 4: Once you are all set up, you will be able to:

- 1) View your monthly schedule of opportunities you have signed up for.
- 2) Search and sign up for volunteer opportunities.
- 3) View your total volunteer hours.
- 4) Edit your profile.

Note: Make sure to turn on the push notifications, because the Volunteer Specialist can send updates through the app (e.g., a mobile pantry you are signed up for has been canceled due to inclement weather).





Volunteer Frequently Asked Questions

These questions and more will also be addressed in the new volunteer orientation you will attend before signing up for shifts.

Volunteer Frequently Asked Questions



- If there isn't availability for a shift, can I walk in?
 - Due to capacities, we do not allow walk-ins. All volunteers must register for the shift in advance on our website.
- Why am I not seeing a shift on the calendar?
 - Only shifts with availability will appear on the calendar. If you do not see
 - a shift, the shift is full. If a spot opens, the shift will reappear on the schedule.
- I am running late; can I still volunteer?
 - Yes, but we recommend calling ahead as a courtesy.
- When does check-in start?
 - Warehouse check-in begins about 15 minutes prior to the start of the shift time, and you will check in with the Volunteer Specialist.
 - For other opportunities, the arrival/check-in time will be listed in the description of the opportunity.

Volunteer Frequently Asked Questions



- What is the minimum age to volunteer?
 - The minimum age to volunteer is 10 years old for the warehouse and 14 for off-site opportunities.
- Do minors need a chaperone to volunteer?
 - Any volunteer under 16 is asked to be accompanied by an adult. If this will be a deterrent to your child volunteering, please contact the Volunteer Specialist directly to discuss your situation.
 - Both the parent/guardian and child must be registered for the shift.
- I need to track my hours; can I do that?
 - Hours are automatically tracked when you check-in with a volunteer coordinator.
 - You can view your hours on your “Volunteer Resume.”
 - We can sign verification forms for educational institutions at the conclusion of your shift.

Volunteer Frequently Asked Questions



- When are the shifts?
 - Warehouse shifts take place Monday-Thursday, 8:30-11:30 a.m. and 1-3:30 p.m. Friday and Saturday shifts are occasionally available.
 - Off-site shifts take place on a variety of dates and times throughout the week. Please refer to individual locations for their occurrences.
- When are shifts posted?
 - Mobile distribution shifts are posted for an entire calendar year.
 - Warehouse shifts are posted one month prior to when they take place. An email will be sent out once they are available to sign up for.
- Can I volunteer as a court-appointed or community restitution volunteer?
 - Yes, please contact the Volunteer Specialist directly to discuss requirements and availability.
- My school needs an email address to verify hours; what email should I include?
 - Please use awalters@allfaithsfoodbank.org. The verification form needs your first name, last name and email address.
 - The name in your volunteer account must match the name for your school verification for hours to be verified by the volunteer office.

Volunteer Frequently Asked Questions



- What are the requirements for a shift?
 - The requirements for the shift are listed on the Opportunities page.
 - Closed-toe shoes are required for all shifts at the Distribution Center.
- What happens if I no-show for a shift?
 - We understand that emergencies or other commitments come up that do not allow you to attend a shift. If possible, please cancel your spot.
 - If you have five or more no-shows, we will reach out with a written reminder.
 - If you continue to accumulate no shows after being contacted, we will deactivate your account.
- I have a group of more than 15 people. How can we volunteer together?
 - We offer private shifts in our warehouse, please contact the Volunteer Specialist directly to schedule.
- Is there a deadline for my team members to join my team?
 - Yes, any unfilled reserved spots will be released five calendar days before the shift.



Thank you for volunteering with All Faiths Food Bank!

Do you have questions that are not answered on the FAQs pages or
within this guide?

Contact Volunteer Specialist, Aaron Walters.

awalters@allfaithsfoodbank.org

941-549-8156