



# 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](http://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.”

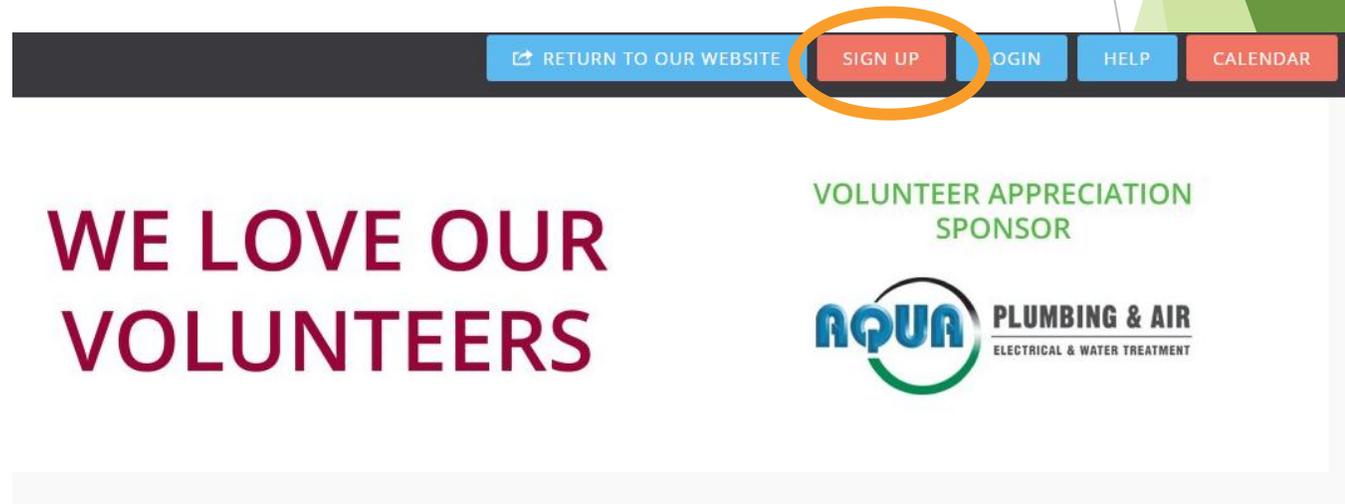
*Note: if you are an existing volunteer, hover over the “Returning Volunteers” box and follow the prompts.*

The screenshot displays the All Faiths Food Bank website. At the top left is the logo for "ENDING HUNGER ALL FAITHS FOOD BANK" with a stylized fruit icon. The navigation menu includes "Find Help", "Signature Events", "Give", "Get Involved", "Our Work", and "Share Your Story". The "Get Involved" 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 circled in orange. Below the navigation is a hero banner with the text "Hunger is close." and a button "Make a gift" and a link "Learn more". Below the banner is a section titled "We love our hunger heroes" with a paragraph of text. At the bottom, there are three green boxes: "New volunteers" (with a "Register" button circled in orange), "Returning volunteers", and "Volunteer core values".

# 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](#).\*

### 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

<input type="text" value="First Name (Required)"/>	<input type="text" value="Last Name (Required)"/>
<input type="text" value="Email (Required)"/>	<input type="text" value="Phone (Required)"/>
	<input type="text" value="Ext"/>
<input type="text" value="Mobile"/>	<input type="text" value="Address (Required)"/>

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? *
<input type="text"/>	<input type="text"/>
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?
<input type="text"/>	<input type="text"/>
Have you ever been employed by All Faiths Food Bank? *	
<input type="text"/>	

[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

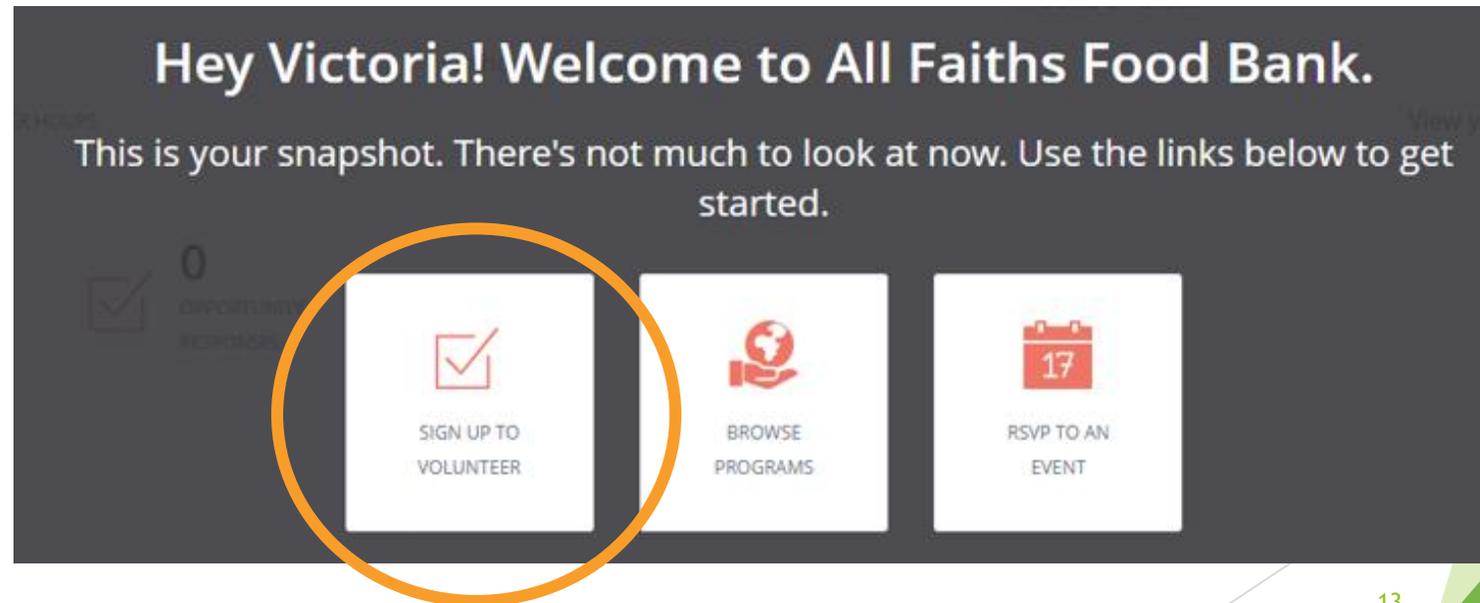
Didn't receive a welcome email? [Send it again.](#)

# 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.



**Hey Victoria! Welcome to All Faiths Food Bank.**

This is your snapshot. There's not much to look at now. Use the links below to get started.

0 OPPORTUNITIES AVAILABLE

[SIGN UP TO VOLUNTEER](#)

[BROWSE PROGRAMS](#)

[RSVP TO AN EVENT](#)

# 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?

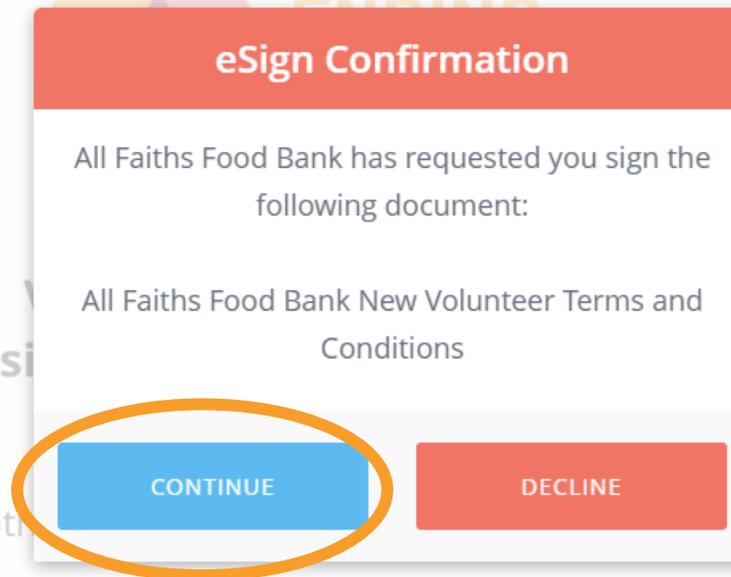
SUBMIT QUALIFICATIONS

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.



# 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).*



 **ENDING HUNGER**  
ALL FAITHS FOOD BANK

**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

# 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*

SUBMIT QUALIFICATIONS

*Status: Pending*



# 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	
1 Colonial Manor Mobile Home Park Mobile Pantry Mobile Pantries/Farm Markets 8:00am - 11:00am 10 people 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... Frist Baptist Ch... Riverview High S...	4 Good Shepherd Mo... Good Shepherd Ch... Good Shepherd Ch... Church of the Pa... Church of the Pa...	5 Colonial Baptist... Colonial Baptist... Colonial Baptist...	6 Arcadia Housing ... Arcadia Housing ... Glasser Schoenba... Glasser Schoenba... Glasser Schoenba...	7 Englewood Method.. Englewood Method.. Englewood Method..	
8	9 DeSoto Village M... DeSoto Village M... DeSoto Village M... Sarasota Hope Ho... Sarasota Hope Ho...	10 Veteran's Mobile... Veteran's Mobile... Veteran's Mobile... Friendship Bapti... Friendship Bapti...	11 Nokomis Park - L... Nokomis Park Mob... Nokomis Park Mob... Roy McBean Boys ... Roy McBean Boys ...	12 Venice Middle Sc... Venice Middle Sc... Venice Middle Sc...	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](mailto: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

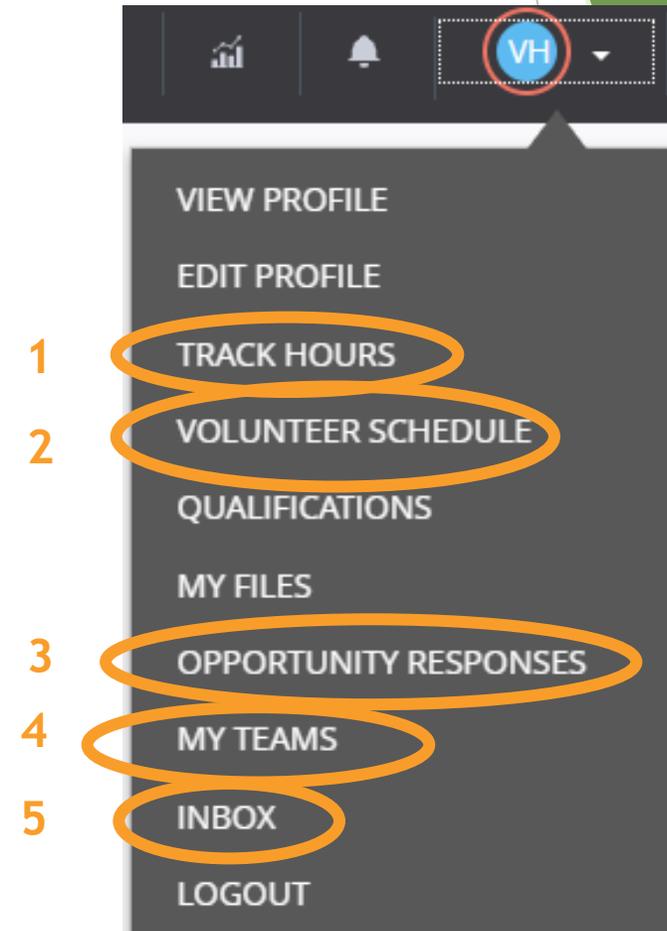
The screenshot shows the volunteer portal homepage. At the top right, there is a navigation bar with links for 'RETURN TO OUR WEBSITE', 'MANAGER', 'CALENDAR', and 'HELP'. A user profile icon with a dropdown arrow is circled in orange and labeled '5'. The main header features the 'ENDING HUNGER' logo (All Faiths Food Bank) and 'FEEDING AMERICA' logo, along with the text 'WE LOVE OUR VOLUNTEERS'. A 'VOLUNTEER APPRECIATION SPONSOR' section displays the 'AQUA PLUMBING & AIR' logo. A welcome message reads 'Welcome back, Victoria! Here's your volunteer snapshot for February 3, 2026'. A sidebar on the left contains menu items: 'DASHBOARD' (circled in orange and labeled '1'), 'OPPORTUNITIES' (labeled '2'), 'EVENTS', 'PROGRAMS', and 'VOLUNTEER PORTAL FREQUENTLY ASKED QUESTIONS'. The main content area shows a 'VOLUNTEER HOURS' card with a stopwatch icon and '0' (circled in orange and labeled '2'), an 'IMPACT VALUE' card with '\$0.00' (labeled '3'), and an 'OPPORTUNITY RESPONSES' card with '0' (circled in orange and labeled '3'). A 'HOURS BY SKILL' section shows 'No hours by skill found.' and a 'View your full Volunteer Resume' link (circled in orange and labeled '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.*

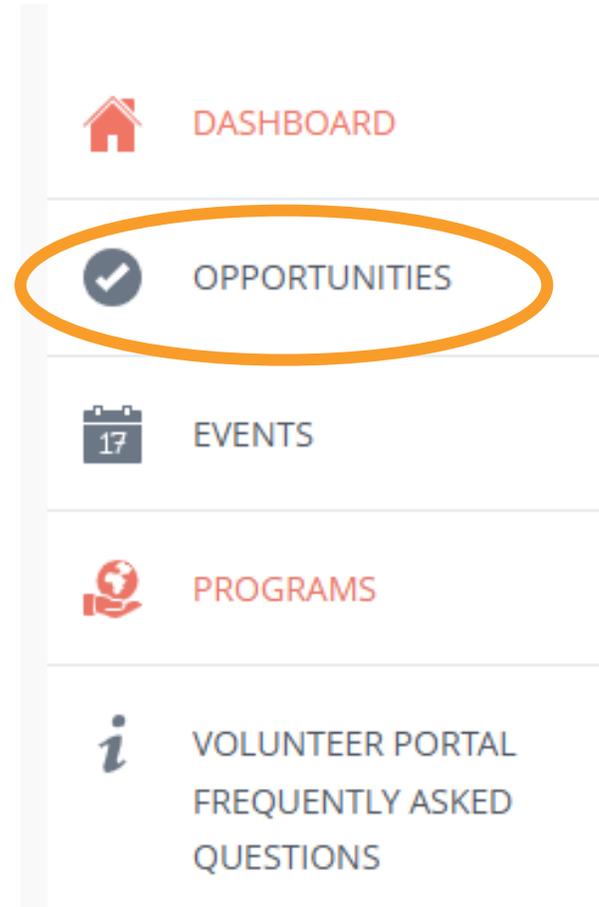


# Registering for a Shift



# 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 --

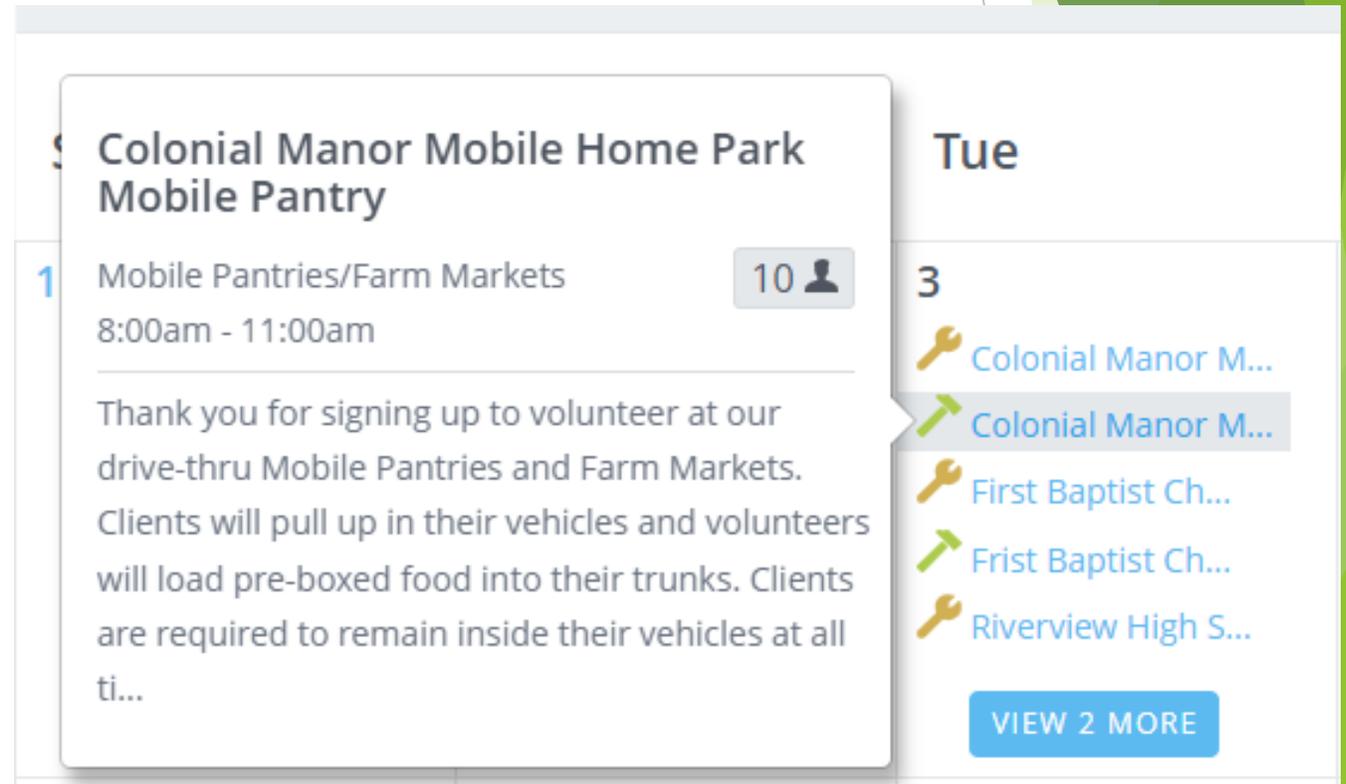
- SELECT A FILTER --
- Age
- Program
- Available Slots
- County
- Family Friendly
- Skill
- Outdoors
- Qualification
- Teams
- Virtual Opportunity
- Wheelchair Accessible

< FEBRUARY 2026 >

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

# Register for a Shift

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



The screenshot displays a mobile application interface for event registration. On the left, a modal window is open for the event 'Colonial Manor Mobile Home Park Mobile Pantry'. The event details include the category 'Mobile Pantries/Farm Markets', a time slot of '8:00am - 11:00am', and a notification that 10 people have signed up. A thank-you message is displayed: '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...'. On the right, a calendar view for 'Tue' shows a list of events. The second event in the list, 'Colonial Manor M...', is highlighted with a grey background. Below the list is a blue button labeled 'VIEW 2 MORE'. In the top right corner of the application, there is a stylized logo of a peach with orange and pink halves and a green leaf.

**Colonial Manor Mobile Home Park Mobile Pantry**

1 Mobile Pantries/Farm Markets 10 

8:00am - 11:00am

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](#)

# 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

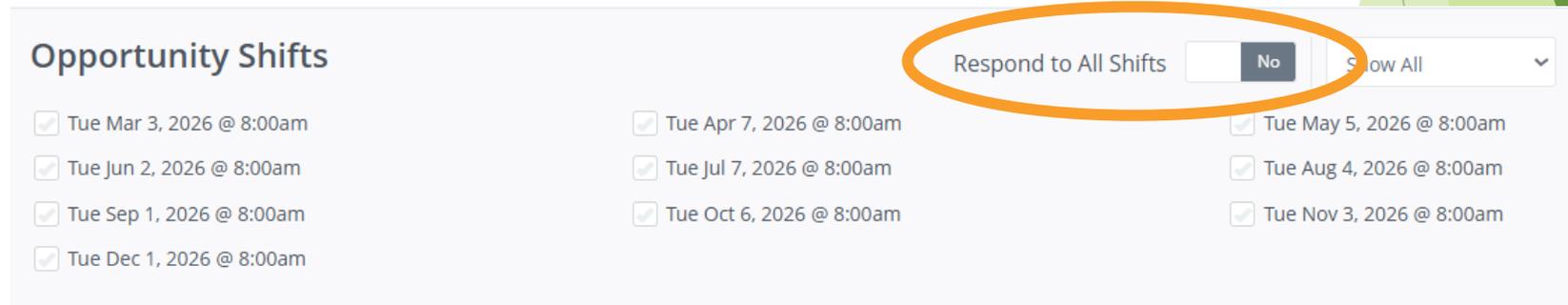
Thank you for signing up to volunteer at our drive-thru Mobile Pantries and Farm Markets. Clients will pull up in their vehicles and volunteers will load pre-boxed food into their trunks. Clients are required to remain inside their vehicles at all times to minimize close contact. Please be aware that 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](mailto:awalters@allfaithsfoodbank.org)) or Valerie Walton ([vwalton@allfaithsfoodbank.org](mailto: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**

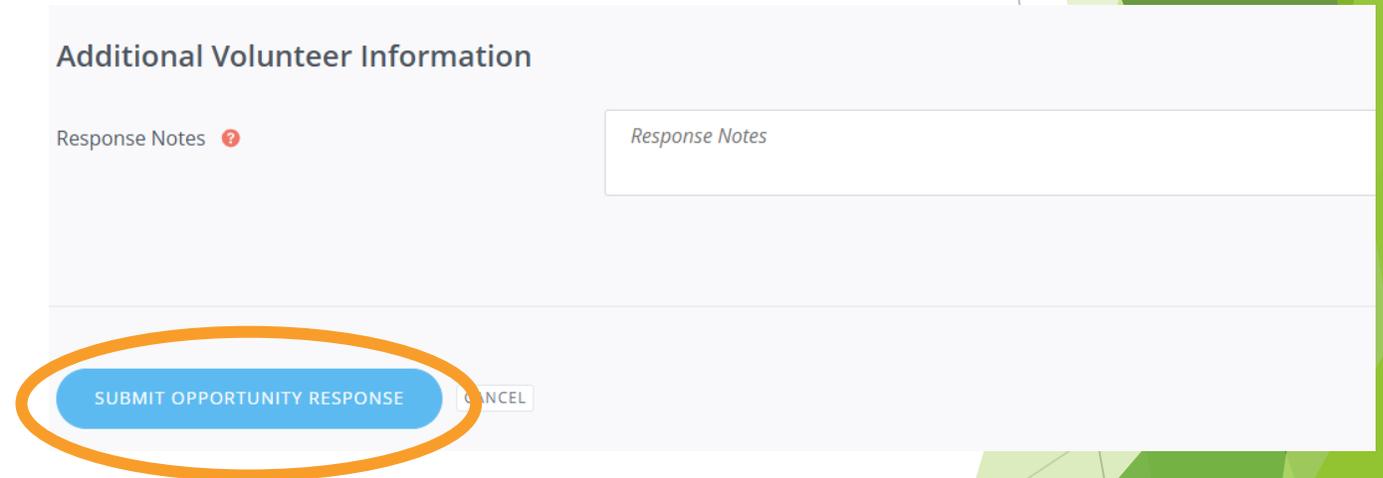
Respond to All Shifts  No  Show All ▼

<input checked="" type="checkbox"/> Tue Mar 3, 2026 @ 8:00am	<input checked="" type="checkbox"/> Tue Apr 7, 2026 @ 8:00am	<input checked="" type="checkbox"/> Tue May 5, 2026 @ 8:00am
<input checked="" type="checkbox"/> Tue Jun 2, 2026 @ 8:00am	<input checked="" type="checkbox"/> Tue Jul 7, 2026 @ 8:00am	<input checked="" type="checkbox"/> Tue Aug 4, 2026 @ 8:00am
<input checked="" type="checkbox"/> Tue Sep 1, 2026 @ 8:00am	<input checked="" type="checkbox"/> Tue Oct 6, 2026 @ 8:00am	<input checked="" type="checkbox"/> Tue Nov 3, 2026 @ 8:00am
<input checked="" type="checkbox"/> 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.*



The screenshot shows a form titled "Additional Volunteer Information". It includes a "Response Notes" field with a red question mark icon and a text input area containing the placeholder text "Response Notes". At the bottom of the form, there are two buttons: "SUBMIT OPPORTUNITY RESPONSE" and "CANCEL". The "SUBMIT OPPORTUNITY RESPONSE" button is highlighted with an orange circle.

# Canceling a Shift



# Cancel a Shift

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

Welcome back, Victoria! Here's your volunteer snapshot for February 3, 2026

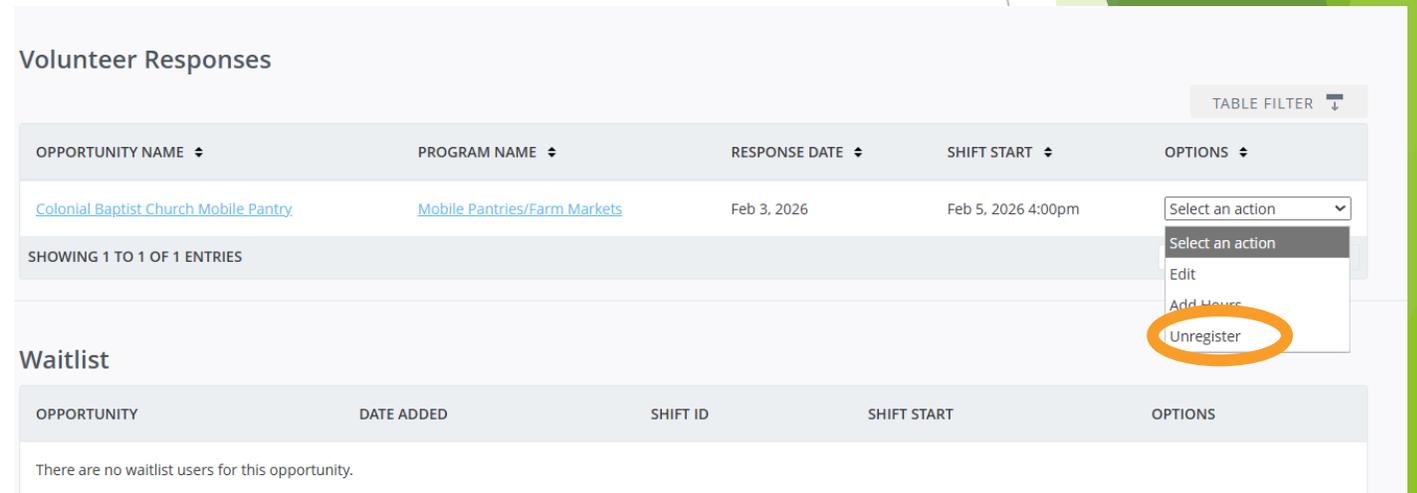
 <b>0</b> VOLUNTEER HOURS	No hours by skill found.	
 \$0.00 IMPACT VALUE		 <b>1</b> OPPORTUNITY RESPONSES
 <b>0</b> EVENTS RSVP'D		

# 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.*



The screenshot displays two sections: "Volunteer Responses" and "Waitlist".

**Volunteer Responses**

OPPORTUNITY NAME	PROGRAM NAME	RESPONSE DATE	SHIFT START	OPTIONS
<a href="#">Colonial Baptist Church Mobile Pantry</a>	<a href="#">Mobile Pantries/Farm Markets</a>	Feb 3, 2026	Feb 5, 2026 4:00pm	<input type="button" value="Select an action"/>

SHOWING 1 TO 1 OF 1 ENTRIES

**Waitlist**

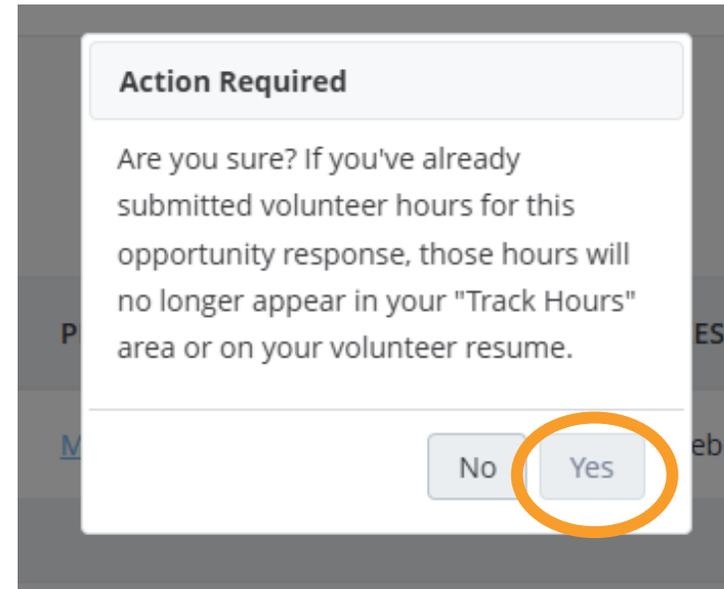
OPPORTUNITY	DATE ADDED	SHIFT ID	SHIFT START	OPTIONS
There are no waitlist users for this opportunity.				

The "Unregister" option in the dropdown menu is circled in orange.

# 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

vhasselbring@allfaithsfoodbank.org

.....

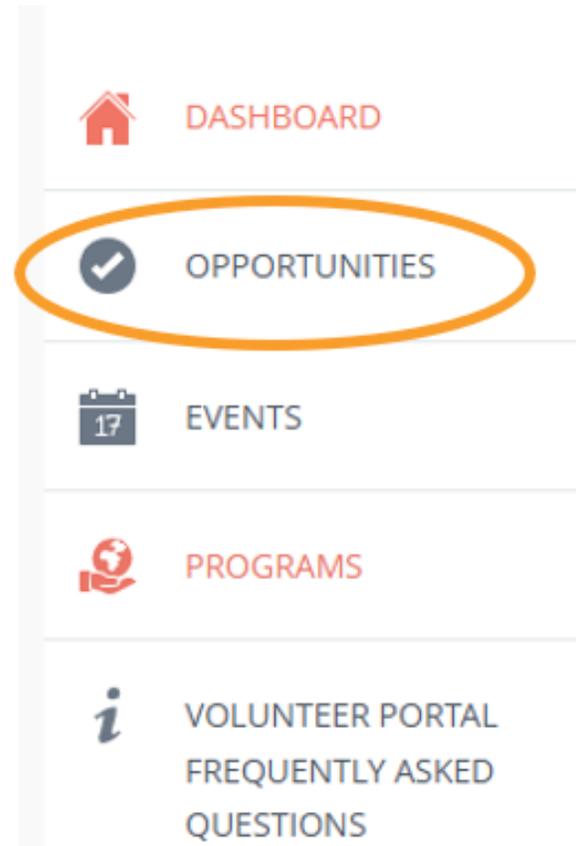
Remember me

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.”

The screenshot displays a user interface for searching and filtering. At the top, there is a 'SEARCH BY' field with the placeholder text 'Search Phrase' and a set of navigation icons. Below this is a 'FILTER BY' dropdown menu with the text '-- SELECT A FILTER --'. The dropdown is open, showing a list of filter categories: Age, Program, Available Slots, County, Family Friendly, Skill, Outdoors, Qualification, Teams (highlighted), Virtual Opportunity, Wheelchair Accessible, and Englewood Method. Below the 'FILTER BY' dropdown is a 'SELECT ACCESS' dropdown menu with the text '-- SELECT ACCESS --'. This dropdown is also open, showing a list of access options: -- SELECT ACCESS --, Individuals Only, and Accepting Teams (highlighted). A red 'X' icon is visible to the left of the 'SELECT ACCESS' dropdown.

# 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 <sup>\*</sup>

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

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
<input checked="" type="checkbox"/>	Victoria	Hasselbring	vhassselbring@allfaithsfoodbank.org	×

SHOWING 1 TO 1 OF 1 ENTRIES

PREVIOUS 1 NEXT

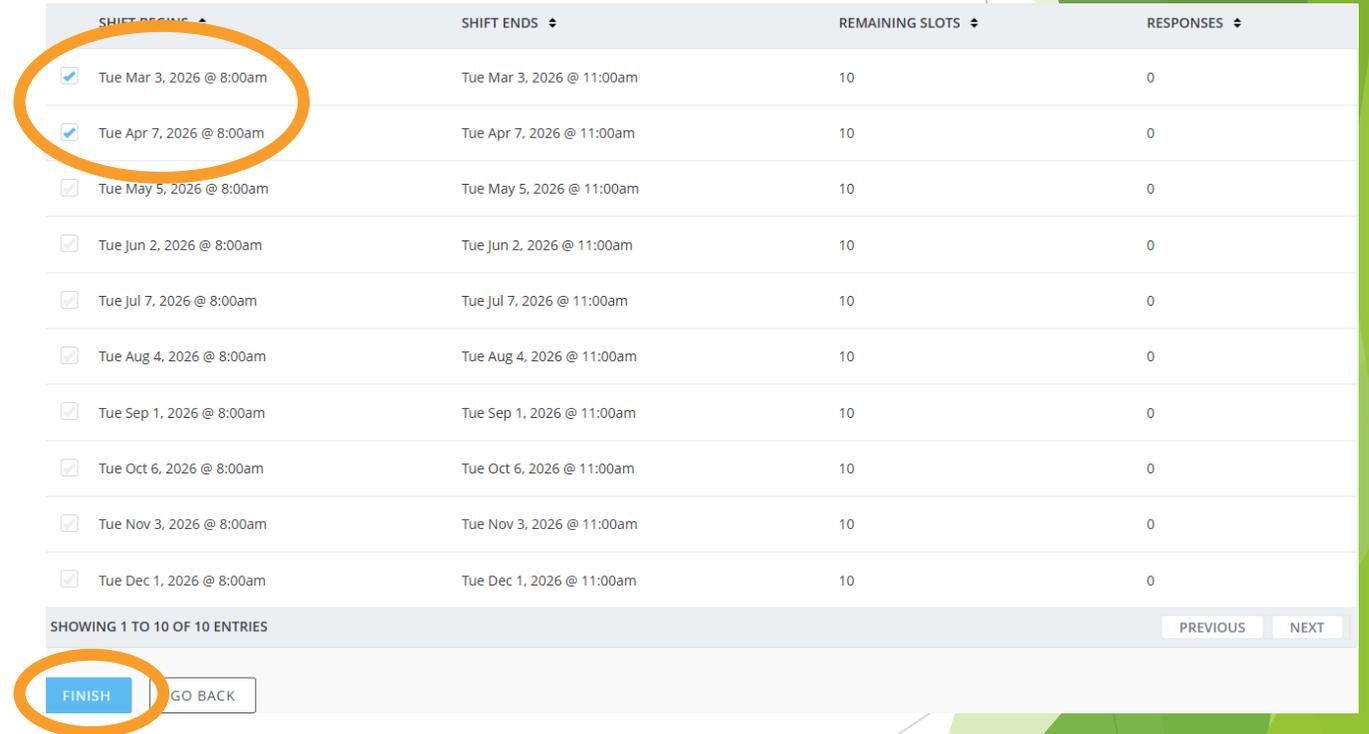
Reserve Additional Slots

# 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
<input checked="" type="checkbox"/> Tue Mar 3, 2026 @ 8:00am	Tue Mar 3, 2026 @ 11:00am	10	0
<input checked="" type="checkbox"/> Tue Apr 7, 2026 @ 8:00am	Tue Apr 7, 2026 @ 11:00am	10	0
<input type="checkbox"/> Tue May 5, 2026 @ 8:00am	Tue May 5, 2026 @ 11:00am	10	0
<input type="checkbox"/> Tue Jun 2, 2026 @ 8:00am	Tue Jun 2, 2026 @ 11:00am	10	0
<input type="checkbox"/> Tue Jul 7, 2026 @ 8:00am	Tue Jul 7, 2026 @ 11:00am	10	0
<input type="checkbox"/> Tue Aug 4, 2026 @ 8:00am	Tue Aug 4, 2026 @ 11:00am	10	0
<input type="checkbox"/> Tue Sep 1, 2026 @ 8:00am	Tue Sep 1, 2026 @ 11:00am	10	0
<input type="checkbox"/> Tue Oct 6, 2026 @ 8:00am	Tue Oct 6, 2026 @ 11:00am	10	0
<input type="checkbox"/> Tue Nov 3, 2026 @ 8:00am	Tue Nov 3, 2026 @ 11:00am	10	0
<input type="checkbox"/> 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
<input type="text" value="Search Team Nam"/>	<input type="text" value="Search Opportuni"/>	<input type="text" value="Search Shift Bi"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>		
Test	<a href="#">Colonial Manor Mobile Home Park Mobile Pantry</a>	Mar 3, 2026 @ 8:00am	1	Yes	<a href="#">VIEW RESUME</a>	<a href="#">Manage Team</a>
Test	<a href="#">Colonial Manor Mobile Home Park Mobile Pantry</a>	Apr 7, 2026 @ 8:00am	1	Yes	<a href="#">VIEW RESUME</a>	<a href="#">Manage Team</a>

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
<input type="text" value="Search Team Nam"/>	<input type="text" value="Search Opportuni"/>	<input type="text" value="Search Shift Bi"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>		
Test	<a href="#">Colonial Manor Mobile Home Park Mobile Pantry</a>	Mar 3, 2026 @ 8:00am	1	Yes	<a href="#">VIEW RESUME</a>	<a href="#">Manage Team</a>
Test	<a href="#">Colonial Manor Mobile Home Park Mobile Pantry</a>	Apr 7, 2026 @ 8:00am	1	Yes	<a href="#">VIEW RESUME</a>	<a href="#">Manage Team</a>

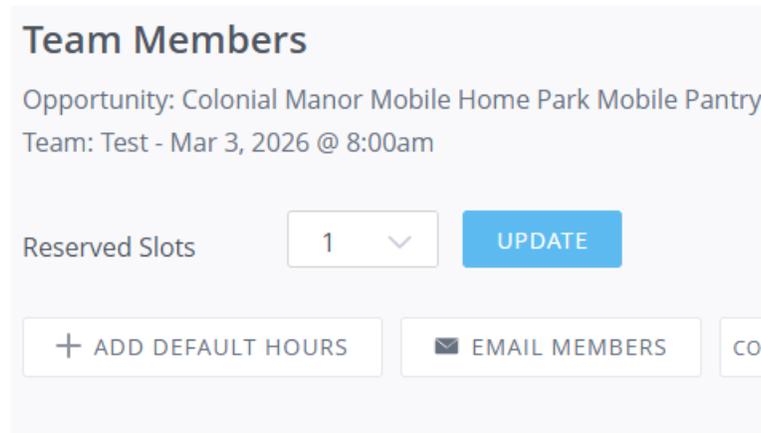
SHOWING 1 TO 2 OF 2 ENTRIES

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  ▼ [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

TABLE FILTER

<input type="checkbox"/>	EMAIL	MOBILE	PHONE	FIRST	LAST	OPTIONS	LEADER
<input checked="" type="checkbox"/>	<a href="mailto:vhasselbring@allfaithsfoodbank.org">vhasselbring@allfaithsfoodbank.org</a>			Victoria	Hasselbring	<input type="button" value="edit"/> <input type="button" value="delete"/>	<input checked="" type="checkbox"/>

# 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](mailto:awalters@allfaithsfoodbank.org)) or Valerie Walton ([vwalton@allfaithsfoodbank.org](mailto: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](mailto:awalters@allfaithsfoodbank.org)) or Valerie Walton ([vwalton@allfaithsfoodbank.org](mailto: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)

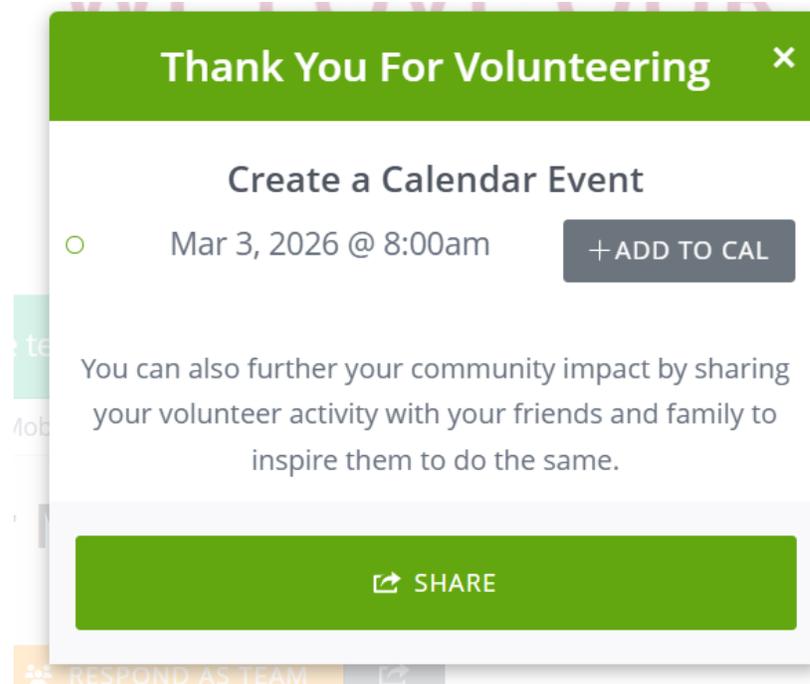
JOIN TEAM

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.

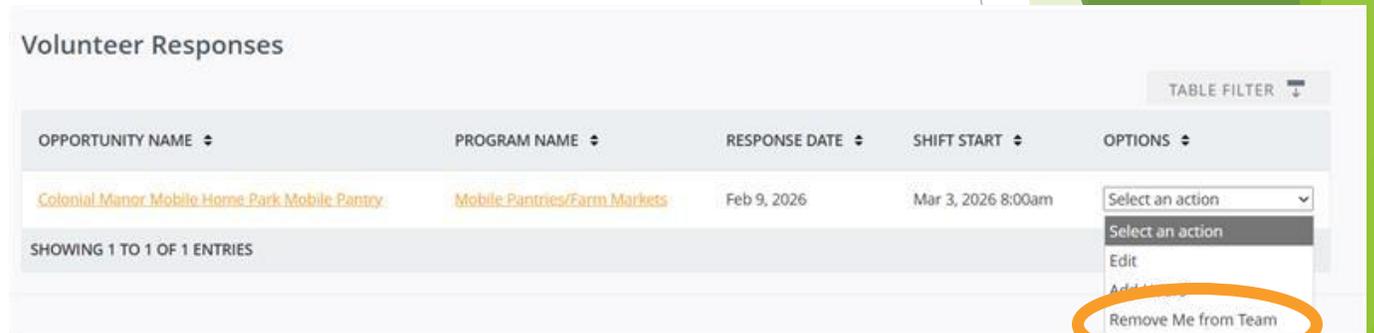
Welcome back, Aaron ! Here's your volunteer snapshot for February 9, 2026

 <b>0</b> VOLUNTEER HOURS	No hours by skill found.	
 \$0.00 IMPACT VALUE		 <b>1</b> OPPORTUNITY RESPONSES
 <b>0</b> EVENTS RSVP'D		

# 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.*



The screenshot shows a table titled "Volunteer Responses" with a "TABLE FILTER" button in the top right. The table has five columns: "OPPORTUNITY NAME", "PROGRAM NAME", "RESPONSE DATE", "SHIFT START", and "OPTIONS". A single row is visible, with the "OPPORTUNITY NAME" and "PROGRAM NAME" cells containing text that is partially grayed out. The "OPTIONS" cell contains a dropdown menu with the following items: "Select an action", "Select an action", "Edit", "Add", and "Remove Me from Team". The "Remove Me from Team" option is circled in orange.

OPPORTUNITY NAME	PROGRAM NAME	RESPONSE DATE	SHIFT START	OPTIONS
Colonial Manor Mobile Home Park Mobile Pantry	Mobile Pantries/Farm Markets	Feb 9, 2026	Mar 3, 2026 8:00am	Select an action Select an action Edit Add Remove Me from Team

SHOWING 1 TO 1 OF 1 ENTRIES

# 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.

No Yes



# 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.*



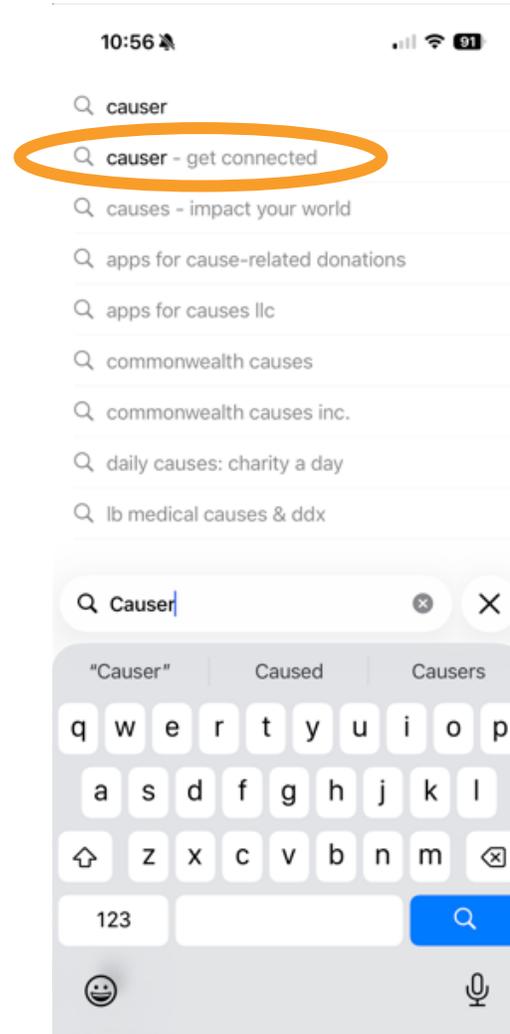
**Causer - Get Connected**

Productivity

★★★★☆ 70

Productivity | Business | Galaxy Digital

Open

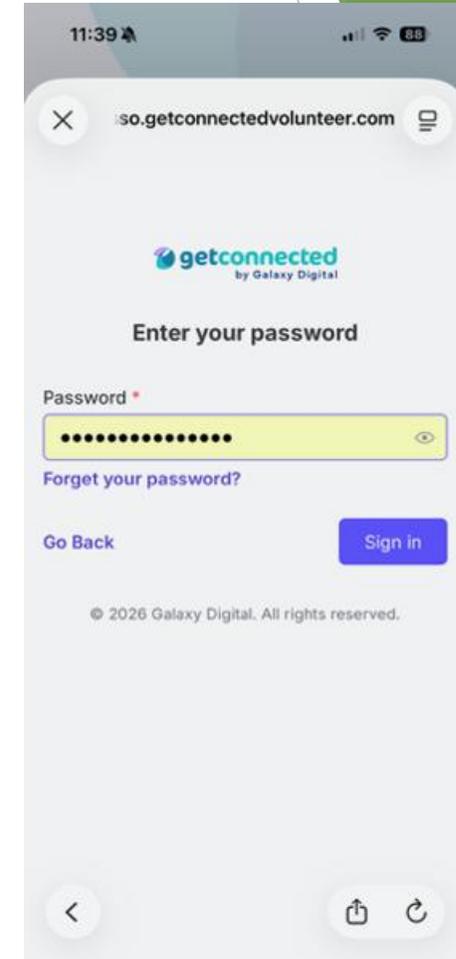
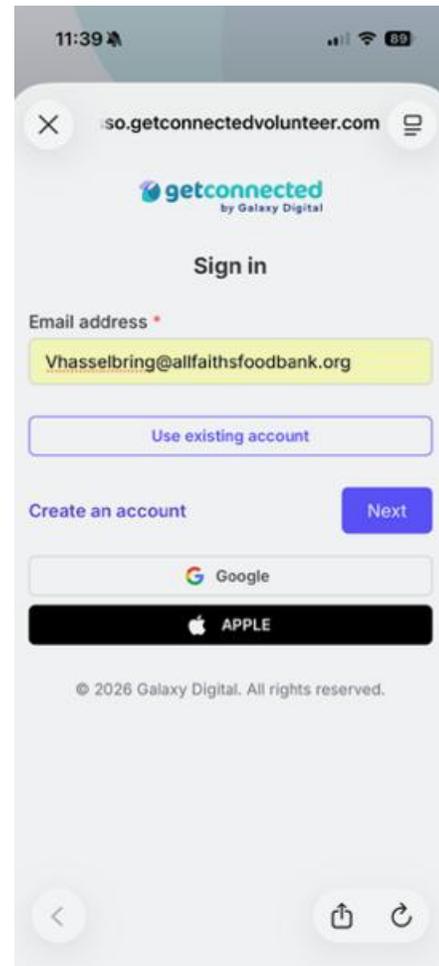


# Download & Use the Causer App

**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.*

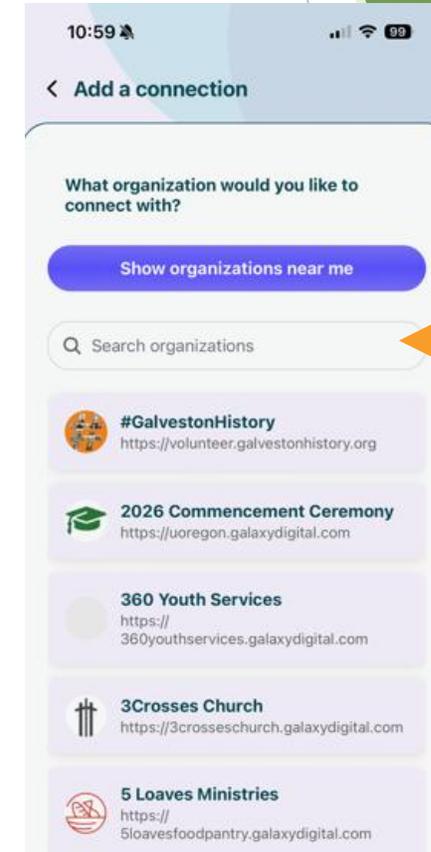
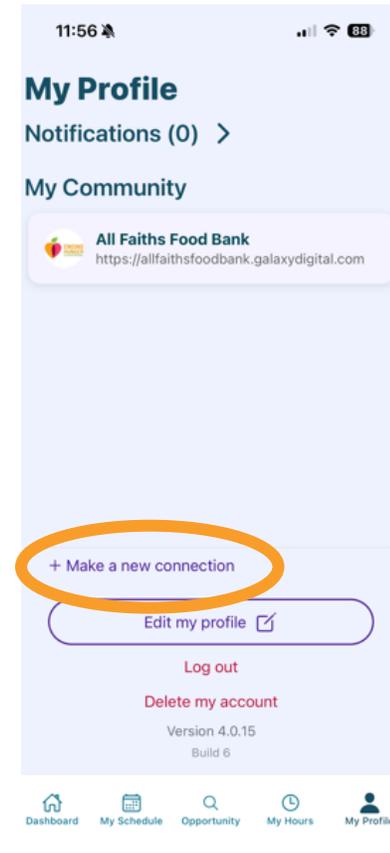
*The first time you log in, you will receive an email with a verification code to type in. You should only have to do this once, the app will recognize you going forward.*



# 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.

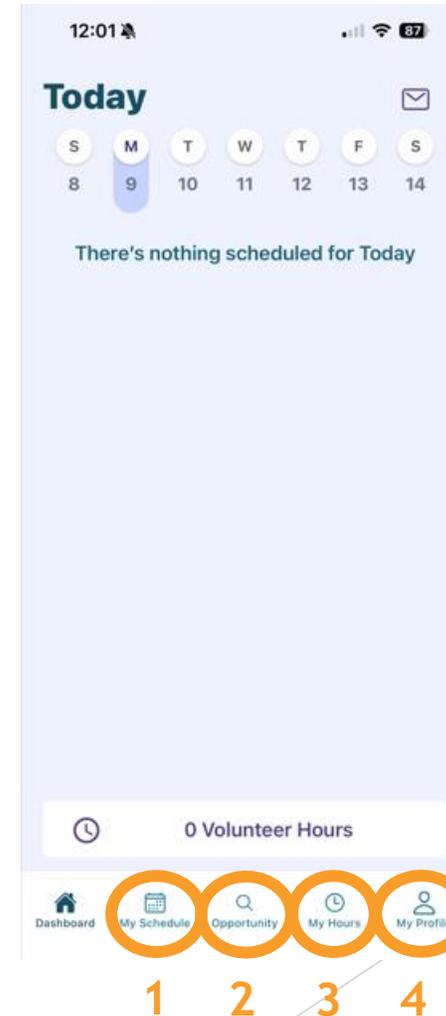


# Download & Use the Causer App

**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](mailto: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](mailto:awalters@allfaithsfoodbank.org)

941-549-8156