



Branches

Grow through Good

PROGRAM GUIDE

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Welcome

We are so happy you have chosen to be a part of the Branches Volunteer Program through Volunteer Fox Cities. Your participation will create a tremendous impact in the community, as well as provide your family with the many personal benefits volunteering provides. We look forward to working with you on family-friendly volunteer opportunities and can't wait to see your family grow together through good!

Why Branches?

The name Branches is symbolic in many ways. When you think of a family tree, you can notice that each branch is a little different, but without a branch that tree would not be the same. In this program, the roots and trunk of our tree represent the community that we live in. On its own, the trunk and the root system are strong, but the tree does not reach its full potential without its branches. The families represent the "Branches" of the tree. Each one unique in its size and makeup, but each one contributing to the health and fullness of the tree itself!

Enrollment

Qualifications to be a Branches Family

There is only one qualification to be a Branches Family, and that is that you are a family – How you define "family" is up to you! From a mom, dad and kids to a single person in their 40s, a grandparent and grandkid or a group of coworkers who are close enough to call family – and everyone in-between – **ALL families are welcome as a part of Branches!**

Due to the nature of the projects, it is suggested that children be at least 6 years old to participate. No one will be turned away because of age, but families with children younger than 6 may be very limited in Family Impact Day opportunities for which they are eligible.

[How to Enroll in Branches](#)

Enrollment in Branches is simple. Fill out the form located at the following web address: www.volunteerfoxcities.org/BranchesEnrollment

Please answer all required questions. After you fill out the form, Volunteer Fox Cities will contact you to confirm your participation and go over any other important information, as well as answer any questions you may have.

[Changes in Family Information](#)

After enrollment, if you need to make any changes in your family's information, please do so by contacting Volunteer Fox Cities via the contact information found at the end of this program guide.

[Program Expectations](#)

As a Branches family, you are representatives of your family, Volunteer Fox Cities, and the community. With that in mind, we ask that you conduct yourselves accordingly. When volunteering, we ask that you:

- Treat ALL people with the highest level of respect
- Always monitor all minor children in your family (if applicable)
- If participating in an in-person project, arrive on time and stay until the assigned end time (unless officially released early by the project site)
- Participate in at least two Family Impact Days in a calendar year
- Provide feedback on projects or the program when requested

Volunteering

The most important part of your family's participation in Branches is volunteering! Aside from participating in Family Impact Days, you are encouraged to volunteer throughout the rest of the year. You will receive opportunities and ideas through the E-newsletter, and you are welcome to find your own as well. Record your volunteer hours Get Connected so we can accurately reflect the amazing work of Branches families!

Withdrawing Enrollment

Enrollment in Branches is voluntary, and you can withdraw from the program at any time. If you wish to end your participation in the program, please contact Volunteer Fox Cities and inform that you wish to end your participation.

Upon voluntary withdrawal from the program, you will be removed from the Branches mailing list, and will no longer be able to sign up for opportunities on Family Impact Days. Your Get Connected account will remain active, and you will still be able to view and respond to volunteer opportunities that nonprofits across the Fox Cities post.

Families that withdraw from the program are eligible to re-enroll, but we ask that you wait at least one calendar year before filling out the enrollment form again.

We understand that circumstances may arise which keep some, or all, of your family from participating in the program. If a situation arises, and you would like to temporarily pause your family's enrollment instead of withdrawing from the program, contact Volunteer Fox Cities, and we can discuss this option.

Removal from the Program

Volunteer Fox Cities reserves the right to remove a family from the program at any time. If you are being removed, you will be contacted by means of email and phone call to inform you of the decision. Any family that is removed will be taken off the communications list, become unable to sign up for Family Impact Days, and in most cases have their Get Connected accounts discontinued. A family that has been removed from the program is ineligible to re-enroll unless specifically invited by Volunteer Fox Cities.

Waiver

All participants in Branches should have a signed waiver on file with Volunteer Fox Cities. Children under the age of 18 should have their waiver signed by a legal parent/guardian.

The signed waivers will be on file and remain valid for one calendar year from the date of signing. At the time your waiver(s) are coming due to re-sign, you will receive a copy of the blank waiver from Volunteer Fox Cities to be fill out and return.

Please note that nonprofit project sites may have an additional waiver, or other paperwork, to fill out for participation in an onsite project. These should be filled out IN ADDITION to the Volunteer Fox Cities waiver and may have a different length of validity. Please contact the participating nonprofit with any questions or concerns you may have in those specific incidences.

T-Shirts

Upon receipt of your enrollment form and acceptance into the program, each member of your family will receive a Branches program t-shirt. We would love for you to wear those shirts when you are volunteering together, especially on Family Impact Days.

It is suggested that when selecting your shirt size, pick a size or two larger than you normally wear. This will allow you to layer the shirt in cold weather, or in the case of a family member who is still growing, the shirt may fit for a longer period of time.

Your first shirt will be provided at no cost to you. If at any time you want, or need, another shirt, they are available at Volunteer Fox Cities at a cost of \$10 per shirt.

Family Impact Days

One of the main components of the Branches program is the Family Impact Day. Family Impact Days are designed to have Branches families volunteering on the same day, which will magnify the impact made in the community. There will be at least four Family Impact Days scheduled throughout the year. You are welcome and encouraged to participate in all of these events, but we ask that you make at least two of the events a priority.

Project Types

Volunteer Fox Cities will be working with area nonprofits to create family-friendly volunteer projects for the Family Impact Days. Some of these projects will be in person at a dedicated location and some will be projects you can do together at home. In some cases, your family may be asked to provide project materials. These will be indicated on the Get Connected opportunity posting.

[Choosing a Project](#)

Approximately 2-4 weeks prior to a Family Impact Day, you will receive a message letting you know that project registration is open. This notice will include a link to the projects listed on Get Connected. Your family should look over the options, choose what is best for your family, and then the family captain should sign your family up through Get Connected. (Directions on using Get Connected can be found later in this guide, and training opportunities will be offered as well).

[Project Communication](#)

After selecting and registering for a project, you should receive an email confirmation. Then in the week leading up to the volunteering you will be receive via email any other important information such as specific attire, special instructions, your onsite contact(s), and more. Please watch for these important emails, and do not hesitate to contact us if you have any questions.

[Unregistering from a Project](#)

If the instance arises where you are no longer able to participate in the project for which you registered, please unregister from the opportunity via Get Connected, and notify Volunteer Fox Cities. If you need to cancel an in-person project on the day of the event, please also contact the host nonprofit directly. (Contact information will be provided in the project communications ahead of time.)

[On a Family Impact Day](#)

Please wear your Branches shirts while volunteering on Family Impact Day (or any other times you volunteer!). Plan on arriving to your project location slightly before the project time is set to begin – we recommend arriving at least 10 minutes early to allow for check-in.

Every in-person site will have a contact person with whom to connect when you arrive. This person will check you in and give you any additional instructions that you may need before you begin. Projects will include education about the cause you are volunteering for and/or the nonprofit host.

If you have registered for a virtual or at home project, you will also receive educational information via email. Please plan on going reviewing this information together as a family during your project time!

We encourage you to take photos and share your experiences on social media. In your posts, please use #BranchesVFC, and don't forget to tag Volunteer Fox Cities and the nonprofit host if able!

[After Family Impact Day](#)

You may be asked to provide feedback on a short survey. Please fill this survey out as a family, as it is very important to the continued development of the Branches program. You will also be offered an opportunity to share any pictures or impact stories you may have. We would love to see your photos and hear firsthand about the experiences you are having and the difference you are making.

[Newsletters](#)

Throughout the course of the year, Volunteer Fox Cities will be sending communications via email to the email addresses authorized at enrollment. These communications will include important program information as well as newsletters. The newsletters will contain education about causes, information on area nonprofits, ideas on volunteering outside of Family Impact Days, and much more.

Volunteer Fox Cities uses Constant Contact to manage e-mail. Please make sure you add info@volunteerfoxcities.org and commengage@volunteerfoxcities.org to your safe sender lists. If you find that you are not receiving these communications, check your junk or spam folder. If you need assistance, please contact us at Volunteer Fox Cities.

Get Connected

Get Connected is an online listing of volunteer opportunities in the Fox Cities. All Family Impact Day projects will require registration on Get Connected. This will allow us to communicate important information about volunteers to the project hosts.

Signing up for a Get Connected Account

Registration for Get Connected is free. All members of the family that have a valid email address can sign up for an account. The more who sign up the easier it is to register your family as a team. While it is not required that ALL family members sign up, it is necessary that at least one person has a Get Connected account to sign up for Family Impact Day projects.

To sign up on Get Connected, please visit -

<https://getconnected.volunteerfoxcities.org/>

To watch video instructions on signing up, please visit –

<https://www.youtube.com/watch?v=gTUGCiFSIOw>

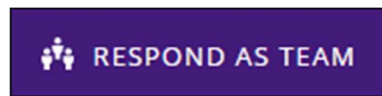
(NOTE: Get Connected has updated the way some of the registration screens look, but the information should still be the same.)

In the black bar at the top of the page, click on the words “Sign Up,” then follow the prompts and 5 steps it walks you through. You will need to do this for everyone who is going to sign up for an account.

Team Registration

Once your family members have created Get Connected accounts, and you are signing up for your first Family Impact Day project, you will have the opportunity to create a family “team”. This will make it so the family captain can register the whole team together. The following are the directions to create a family team:

1. Have the family captain select the Family Impact Day need that your family will participate in.



2. Click the **Respond as Team** button.
3. On the **Team Information** form that appears, enter a **Team Name**.
4. If you will be a member of the team, click the **Add Me** button.
5. Click the **Add Volunteer** button to add your first team member.
6. Complete the email and name fields. If the email for the person is already in the system, you will be prompted to pick their name and information will prefill.

The screenshot shows a web form titled "Build Your Team" with a close button (X) in the top right corner. Below the title is a link: "Want guidance? Read how to create a team".

The form has a "Team Name" field with a red asterisk and a red box around the "ADD VOLUNTEER" button. Other buttons include "ADD ME" and "ADD FROM A USER GROUP". To the right, there are two questions: "How big is my team now? 1" and "How big can my team be for this need? 10", with a note "How many shifts are available for this team size? 20".

Below these are input fields for "Email", "First Name", and "Last Name". A purple bar contains the "ADD TEAM MEMBER" button, which is circled in red. Below it is a "CANCEL" button.

At the bottom, there is a section "Add new team members. Check by a name to select one or more team leaders." with a table:

LEADER	FIRST NAME	LAST NAME	EMAIL	REMOVE
<input checked="" type="checkbox"/>	Joyce	Byers	joyce@example.com	×

Below the table is "SHOWING 1 TO 1 OF 1 ENTRIES" and navigation buttons "PREVIOUS", "1", "NEXT".

At the bottom, there is a "Reserve Additional Slots" dropdown set to "0", "CONTINUE" and "GO BACK" buttons, and a note: "Next you will select when you will volunteer."

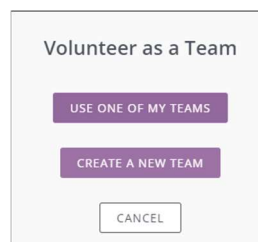
7. Click **Add Team Member**.
8. In some cases, you will be able to add reserved slots. Do that if you want to hold a spot for a family member that DOES NOT have a Get Connected account.
9. From your list, check the box to indicate at least one team leader. Typically, this will be you, but it does not have to be.
10. When you have added all your team members, click **Continue**.
11. Click **Finish** to complete creating a team and signing up for a need.

Note: All team members should receive an email confirming the sign-up.

Reusing One of Your Teams

Once you have created your family team, you will have the option to sign up as a team for all future Family Impact Days. To do so follow these steps:

1. When you click to Respond as a Team, you will be prompted to **Use One of My Teams** or **Create a New Team**. Creating a new team will follow the same process shown above. Click the top button to reuse one of your existing teams.



2. From the dropdown, select which of your teams you want to use.

3. Your roster of teammates will be shown, and those team members who volunteered with you most recently will be checked off. You can select or deselect members within your roster.

Use One of My Teams

Select Team

Select Team

The Pirates ARRRR Here

Crickets

Steve Clicks For All

All my lovely friends

No data available in table

SHOWING 0 TO 0 OF 0 ENTRIES

PREVIOUS NEXT

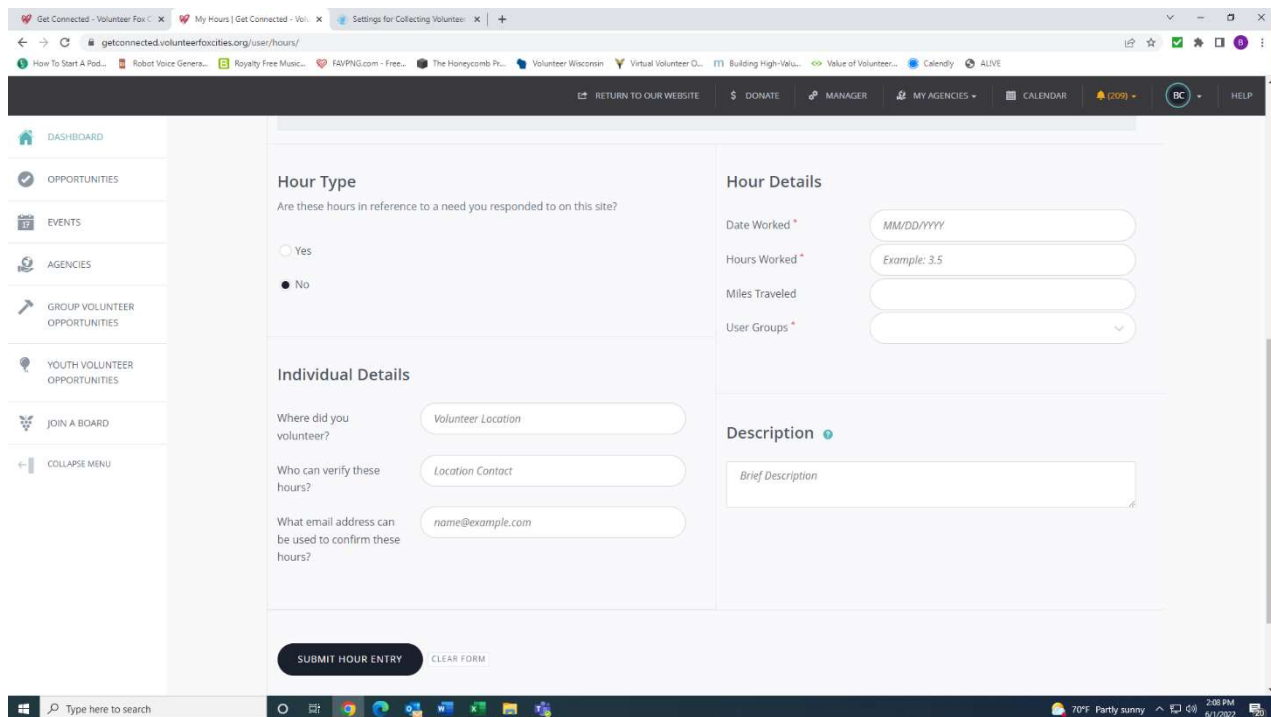
CONTINUE GO BACK

You can add new team members in the next step.

Tracking Hours

Hours volunteered on Family Impact days should be automatically tracked on each family member's Get Connected Profile. For volunteering that is done outside of Family Impact Days, we encourage you to track those hours through Get Connected as well. To track hours, follow these steps: (you will have to enter the hours individually for each family member.)

- 1) Log in to your Get Connected Account.
- 2) On the dashboard page, click on the picture of the clock.
- 3) Fill out the questions under the completed volunteer hours section.



4) Click the “Submit Hours” button.

Training and Troubleshooting

Volunteer Fox Cities will host virtual training sessions on using the Get Connected platform. These sessions will walk you through the whole process including signing up for an account, building your team, registering for an opportunity, and tracking volunteer hours. Information on these trainings, and the link to join, will be sent through the Branches Newsletter. If you need assistance outside of the training, please contact Volunteer Fox Cities, and we will be happy to assist you.

Celebration

Each year we will hold a gathering to celebrate the impact Branches families have made in our community. This event will take place at a location in the Fox Cities. It will be a great chance to meet other Branches families, hear stories about the positive impact Branches families have made, and receive recognition for the volunteering projects in which you have participated.

Information about the event will be communicated through the newsletter as well as through direct email from Volunteer Fox Cities. There will be registration required to participate. Information about how to register will be provided.

Contact Information

To contact Volunteer Fox Cities regarding Branches, or for any other volunteering needs:

Visit us online – www.volunteerfoxcities.org

E-mail us – info@volunteerfoxcities.org

Call – 920-832-9360

We look forward to connecting with you.

THANK YOU for being a Branches Family! We look forward to working with you and seeing the great things you will do in our community!