

GivePulse Shift Captain Volunteer Hours Log

Summer 2018

To set up your shifts:

1. Click on the link that is your shift for the summer.
2. Register for the event. Select all the dates that you will be attending (for most of you, it will be all dates).
3. Once you are registered, you are done! You only need to register one time. You will receive notifications 48 hours and 24 hours in advance of your shift. We will also send monthly calendars in the Leadership Team bulletin.

To record your hours after each shift:

1. Immediately after your shift, you will receive an email asking you to verify your attendance. Click “verify” to go to GivePulse to complete an Impact.
2. Your hours will be pre-filled to the time posted for the shift online.
 - a. **If your shift finished early:** you may take credit for the hours posted online. For example, if you are done with Wednesday Cooking and leaving Talmage at 7:45pm, you may take credit for 3.5 hours still.
 - b. **If your shift finished late:** it is your responsibility to report the extra hours served to receive credit for them. If Wednesday Cooking went until 9pm, then you must adjust the hours on the Impact form.

SUNDAY

- Santosh, LeAnn
 - [Sunday Food Collection: Shift Captain Summer 2018](#)
- Ginnie
 - [Sunday Meal Planning: Shift Captain Summer 2018](#)
- Jay, Kristian, Margaret
 - [Sunday Cooking/Soups & Preservation: Shift Captain Summer 2018](#)

MONDAY

- Julia
 - [Monday Deliveries: Shift Captain Summer 2018](#)
- Pallavi, Elexis
 - [Monday Cooking: Shift Captain Summer 2018](#)

TUESDAY

- Trisha
 - [Tuesday Food Collection: Shift Captain Summer 2018](#)

WEDNESDAY

- Jacob, Taylor
 - [Wednesday Cooking: Shift Captain Summer 2018](#)