

# Volunteer Registration [www.aiofoodpantry.org/schedule](http://www.aiofoodpantry.org/schedule)

All AIO Volunteers must complete a new **Registration Form (A)** by clicking on the "Registration" link. All volunteers (new and previously registered) are asked to review our updated **Volunteer Handbook (B)** and sign the **Volunteer Agreement (C)** and **Liability Waiver (D)** forms. These forms can be emailed back to us or print out and bring a hard copy to the pantry for your first volunteer shift. This is all one-time registration information that will help keep you informed of policy, expectations, and will help us make your volunteer experience at AIO enjoyable and productive.



**Schedule your AIO volunteering.**

Volunteering at AIO is a great way to help people in your community, meet new friends, and be part of one of the most innovative food pantries in Maine. Whichever opportunities you choose, you will be an important part of the work we do.

## Let's get started!

If you're a new volunteer...welcome! There are a couple of things we need to know to get you started.

1. Fill out the registration form on the right.
2. Please read the AIO Volunteer Handbook. Bring the signed Volunteer Agreement (Page 8 & 9) and the Volunteer Waiver (Page 10) to AIO at your first volunteer shift.

- A** Registration Please [click here](#) to complete the volunteer registration form.
- B** Volunteer Handbook
- C** Volunteer Agreement
- Volunteer Liability Waiver
- D** More Resources

Website Page Examples:

### AIO Volunteer Application

Please complete this application

As part of the application process, you will have the opportunity to attend an orientation session, during which you will learn more about AIO and volunteer opportunities with the organization.

For any questions or concerns, contact our Volunteer Coordinator [volunteer@aiofoodpantry.org](mailto:volunteer@aiofoodpantry.org)

Name \*  
   
First Name Last Name

Address \*  
  
Address Line 1  
  
Address Line 2  
    
City State/Province ZIP/Postal Code

Phone \*  212-555-1212

Email \*  email@example.com

**How would you like to Volunteer with AIO?**

Below are several opportunities within our programs. These options are all completed on site at 1A Gordon Drive in Rockland. Ask about volunteer options at home - we welcome your participation in whatever way you would like to be involved.

**Community Service Candidates Are Welcome!**

AIO works with anyone who needs to fulfill community service hours. Let us know how many hours you need, the timeframe and please provide us the paperwork necessary to confirm your volunteering with us. Our Volunteer Coordinator will work with you on the details.

# Volunteer Scheduling [www.aiofoodpantry.org/schedule](http://www.aiofoodpantry.org/schedule)

Volunteer Opportunities are separated by categories. First, choose the category you would like to participate in by clicking on the bar **(A)**. Then choose the day and time of shift you would like **(B)**. Dates with available space in the shift will show in bold **(C)**. Click the date to add a time. You can now select "Add Time" to schedule a single date, or select "Recurring" to add multiple dates all at one time **(D)**.

## Volunteer Opportunities.

Choose Appointment      Your Info      Confirmation

*How to sign up: 1) Select the activity type you would like to volunteer for. 2) Available shifts are indicated in bold on the calendar. 3) Add a date, or select recurring to add multiple dates. 4) If it is your first time, fill out name, phone number and email address. You will be asked to create an account using this information. If you have already created an account, you can just log in.*

*Please sign up for volunteer opportunities you are sure you can attend. We're counting on you!*

Choose a category...

- Energy Assistance
- Food Pantry
- Garden
- Warehouse Volunteer

### Website Page Examples

#### Shift Details

Food Pantry

I would like to schedule...

- Food Pantry Assistant - Monday - 12:00 AM (2 hours)**  
Five-person teams work together to welcome clients to the pantry market, check in, assist in the market, and help with loading groceries into vehicles. There are some outdoor tasks that are shared among the team, including putting up arrival numbers and providing curbside packages for those unable to come inside the building.
- Food Pantry Assistant - Monday - 2:00 PM (2 hours)  
Five-person teams work together to welcome clients to the pantry market, check in, assist in the market, and help with loading groceries into vehicles. There are some outdoor tasks that are shared among the team, including putting up arrival numbers and providing curbside packages for those unable to come inside the building.
- Food Pantry Assistant - Monday - 4:00 PM (2 hours)**  
Five-person teams work together to welcome clients to the pantry market, check in, assist in the market, and help with loading groceries into vehicles. There are some outdoor tasks that are shared among the team, including putting up arrival numbers and providing curbside packages for those unable to come inside the building.

#### Select a date

Food Pantry Assistant - Monday - 12:00 AM (2 hours)      Quantity: 1

Five-person teams work together to welcome clients to the pantry market, check in, assist in the market, and help with loading groceries into vehicles. There are some outdoor tasks that are shared among the team, including putting up arrival numbers and providing curbside packages for those unable to come inside the building.

July 2022

S	M	T	W	Th	F	S
3	4	5	6	7	8	9
10	<b>11</b>	12	13	14	15	16
17	<b>18</b>	19	20	21	22	23
24	<b>25</b>	26	27	28	29	30
31						

### Schedule One Spot or Schedule Recurring

July 2022

S	M	T	W	Th
3	4	5	6	7
10	<b>11</b>	12	13	14
17	<b>18</b>	19	20	21
24	<b>25</b>	26	27	28
31				

12:00pm  
4 spots left

Continue »  
Add a Time...  
Recurring...

12:00pm Monday, July 11, 2022

REPEAT  
Every Monday

TIMES TO REPEAT  
8

Add Recurring Times      cancel

Instead of recurring, add 12:00pm July 11, 2022 and

Add a Time...

Continues on next page

Confirm the dates you have selected. You can remove any individual dates at time. Click "continue" (E) to enter name, phone number and email address. You must approve being added to the mailing list to receive confirmation and availability notices (F).

Food Pantry Assistant - Monday - 12:00 AM  
July 11, 2022 12:00pm  
July 18, 2022 12:00pm  
July 25, 2022 12:00pm  
August 1, 2022 12:00pm  
August 8, 2022 12:00pm  
August 15, 2022 12:00pm  
[« Change](#)

Name \*  
First Name Last Name

Phone \*  
[Input Field]

Email \*  
[Input Field]

**AIO Volunteer Mailing List** F  
Mailing list of AIO volunteer news and updates.

I would like to opt-in for AIO Volunteer email communications.\*

[Complete Appointment »](#)

# Create An Account (important!)

After you have clicked "Complete Appointment" you will see a confirmation screen (G) with the shifts you have signed up for. If you use a calendar such as iCal or Outlook, you can add your shifts directly to your calendar.

IMPORTANT: Click "Register for an Account" (H) to create an AIO Volunteer Account so you have access to your schedule and can manage your volunteer shifts. Please do not skip this important step.

You scheduled 6 appointments, use these links to manage your other appointments:

- [12:00pm July 11, 2022](#)
- [12:00pm July 18, 2022](#)
- [12:00pm July 25, 2022](#)
- [12:00pm August 1, 2022](#)
- [12:00pm August 8, 2022](#)
- [12:00pm August 15, 2022](#)

**G**

Volunteer Sample  
**Food Pantry Assistant - Monday - 12:00 AM**  
Monday, July 11, 2022  
12:00pm

Rockland, Maine  
AIO Volunteer Opportunities

[Cancel](#) [Reschedule](#) [Edit Forms](#)

Thank you for joining this Food Pantry Assistant team! We rely on volunteers to make our client experience great. If you are unable to come to AIO at the time you have signed up for, please give us 24 hours notice to find a replacement for your slot. You will receive a reminder of your scheduled volunteer appointment one day before your shift with a link to contact us regarding rescheduling. See you soon!

[Add to iCal/Outlook](#) [Add to Google](#)

[Register for an Account](#) **H**

Save your information

[Schedule another Appointment »](#)

Continues on next page

After creating an account (I), you will receive an email (J) asking you to verify the account.

### Create Account

## Register for an Account

Optionally register for an account with Acuity Scheduling (a Squarespace company) to save your information for faster booking later with AIO Food & Energy Assistance.

Username/Email \*

foodpantry@aiofoodpantry.org

Password \*

.....

Confirm Password \*

.....

I agree to the [Terms of Service](#) and acknowledge that I understand the [Privacy Policy](#) \*

Sign up

[cancel](#)

### Email Notification Example

#### AIO Volunteer Slot Scheduled

for Volunteer Sample

What Food Pantry Assistant - Monday - 12:00 AM  
(AIO Volunteer Opportunitites)

When

Monday, July 11, 2022 12:00pm  
Monday, July 18, 2022 12:00pm  
Monday, July 25, 2022 12:00pm  
Monday, August 1, 2022 12:00pm  
Monday, August 8, 2022 12:00pm  
Monday, August 15, 2022 12:00pm  
(2 hours)

Where Rockland, Maine

Thank you, your appointment has been successfully scheduled.

Change/Cancel Appointment

Add to iCal/Outlook Calendar

Add to Google Calendar

### Verification Email (example)



AIO Food & Energy Assistance

Registered Account AIO Food & Energy Assistance

To: your@email.address

## Registered Account

You have successfully registered your account with AIO Food & Energy Assistance. Your login is [your@email.address](#)

You can now log in to see your scheduled shifts, to add shifts, or to cancel a shift.

[Log In](#)

**Volunteer Opportunities.**

Username

foodpantry@aiofoodpantry.org

Password

.....

[Log in](#)

[Or continue without logging in](#)

## Tips:

- Sign up for recurring shifts for up to 52 weeks, then remove dates that you know you will not be available for.
- Subscribe to a calendar to have your scheduled shifts added automatically to your personal calendar.
- When possible, please allow as much notice as possible when cancelling a shift to allow for us to find a fill-in volunteer.
- Sign up for "Cancellation Notices" to be notified when we need volunteer substitutes.