Best Practices
For Posting Needs

Meet the Need
Letting your light shine

Help

Remember that from your dashboard you can click "Post Needs for Volunteers/Goods" and click the blue "help " button to easily access the video tutorial on posting needs.

Search Offers

I Want to Help a:	Organization
By Providing:	Volunteers
Category:	Education & Tutoring
Sub-Category:	Special Needs Education
Country:	United States
Zip Code:	12345 Distance: 25 Miles

SUBMIT

- Choose a category and subcategory that best fits the need you are posting.
- Enter the ZIP code of where the volunteer will be serving or delivering goods.
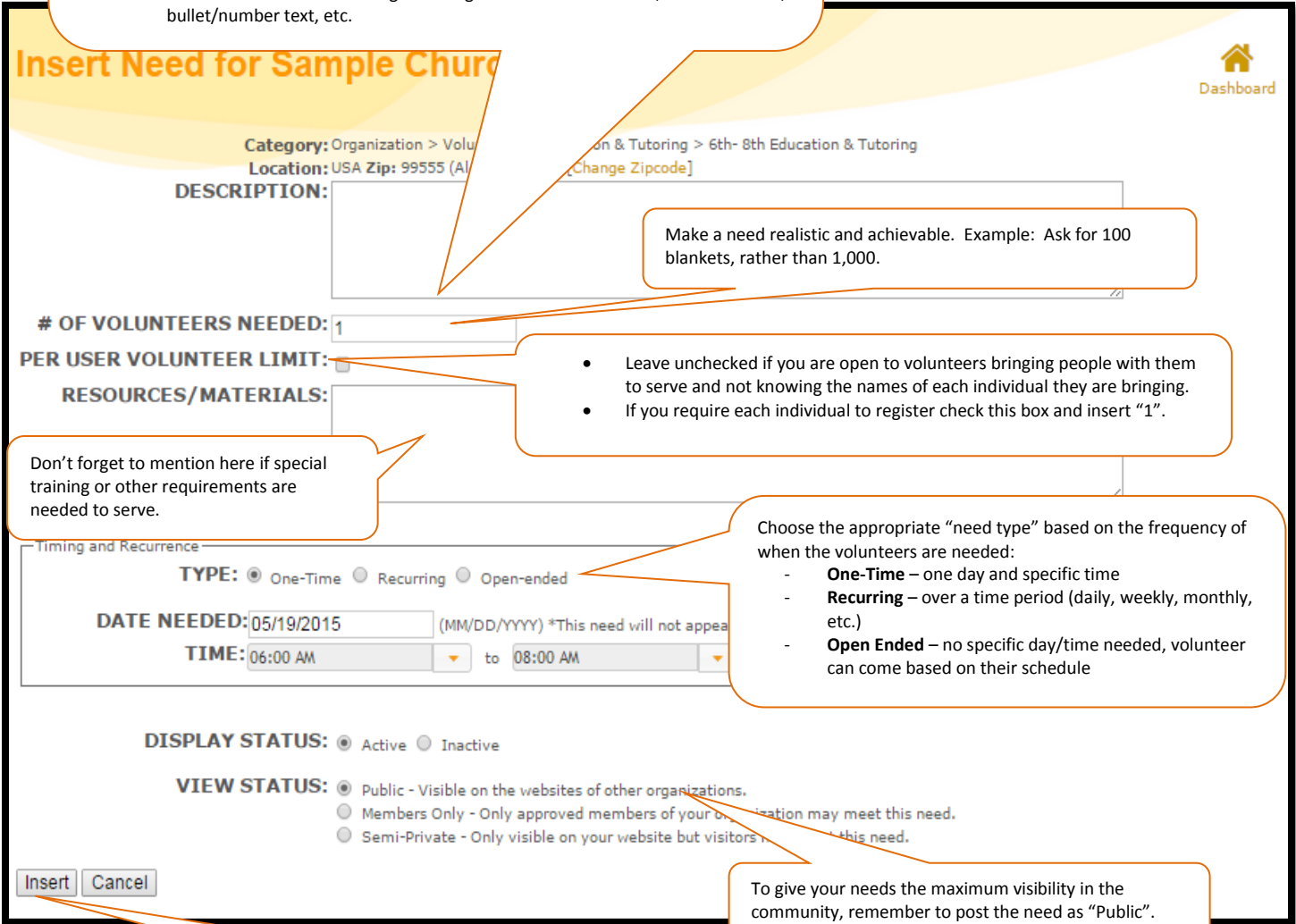
- Keep it simple and to the point. Be clear about the specific job or task.
- If the address of the serving opportunity or the contact person is different than your organization bio include it here.
- You do not need to describe your organization here – this is included in your bio.
- You can easily create a hyperlink to a web page by simply including the full "http" address (The link will say "Click Here").
- When posting Family Needs don't include the family's contact information. This ensures the safety and privacy of the family in need.
- You can use basic html coding to change the color of text fonts, make text bold, bullet/number text, etc.

Insert Need for Sample Churc

Dashboard

Category: Organization > Volu[...]on & Tutoring > 6th- 8th Education & Tutoring
Location: USA Zip: 99555 (Al[...] [Change Zipcode]

DESCRIPTION:

Make a need realistic and achievable. Example: Ask for 100 blankets, rather than 1,000.

 # OF VOLUNTEERS NEEDED: 1

PER USER VOLUNTEER LIMIT:

- Leave unchecked if you are open to volunteers bringing people with them to serve and not knowing the names of each individual they are bringing.
- If you require each individual to register check this box and insert "1".

RESOURCES/MATERIALS:

Don't forget to mention here if special training or other requirements are needed to serve.

— Timing and Recurrence —

TYPE: ● One-Time ○ Recurring ○ Open-ended

DATE NEEDED: 05/19/2015 (MM/DD/YYYY) *This need will not appea[...]

TIME: 06:00 AM to 08:00 AM

Choose the appropriate "need type" based on the frequency of when the volunteers are needed:
- **One-Time** – one day and specific time
- **Recurring** – over a time period (daily, weekly, monthly, etc.)
- **Open Ended** – no specific day/time needed, volunteer can come based on their schedule

DISPLAY STATUS: ● Active ○ Inactive

VIEW STATUS: ● Public - Visible on the websites of other organizations.
○ Members Only - Only approved members of your o[...]ization may meet this need.
○ Semi-Private - Only visible on your website but visitors [...] this need.

To give your needs the maximum visibility in the community, remember to post the need as "Public".

Insert **Cancel**

Before clicking "Insert" be sure to double-check for typos and the accuracy of the details and times of the need.