

Center for Service-Learning and Civic Engagement

All MSU-promoted volunteer opportunities can now be found on GiveGab, the social network for volunteers!

All members of the MSU Community (students, alumni, faculty and staff) are encouraged to make an account, browse through all of the amazing ways to serve, and log their hours on GiveGab.

Here you'll find everything you need to know about signing up and getting started.



Please do not save a copy of these instructions for yourself or distribute them to others. As with all websites GiveGab is constantly improving its tools to better serve the user. Always access these instructions directly from servicelearning.msu.edu in order to view the most upto-date information.

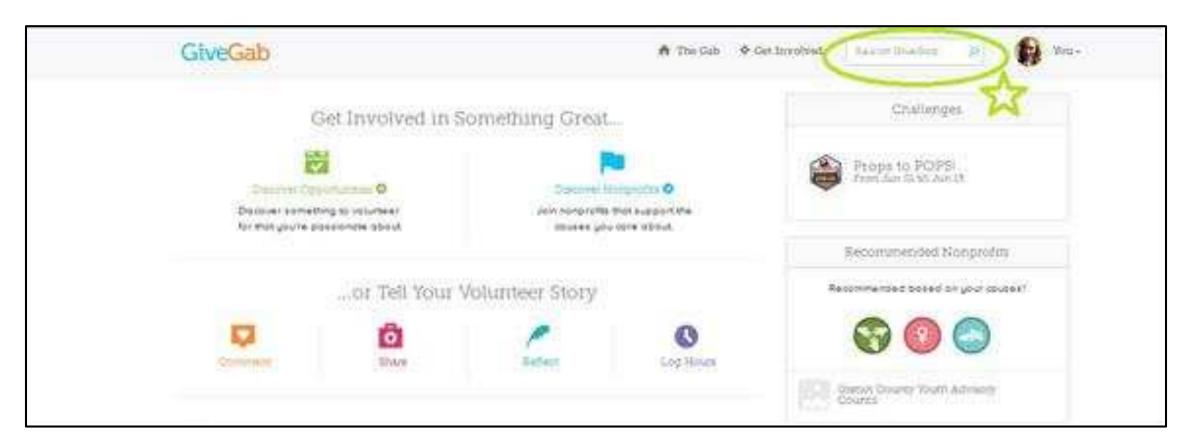
1. Create a free account at givegab.com. If you use Internet Explorer, you must use version 10 or higher.



The account creation process takes just a few minutes, and helps match your interests with relevant volunteer opportunities.

2. This is your dashboard - you'll see it every time you log in. Take a few moments to look around – there are links here to many site functions and a wall where you can see inspiring posts from volunteers around the country.

Use the search bar at the top to find Michigan State University.



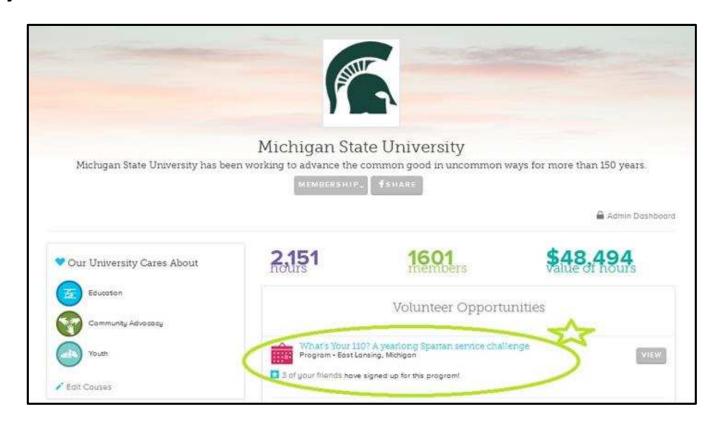
3. Click the orange "Join Us" button to become a member of the MSU community.



Take a few moments to explore this page. Here you'll find Volunteer Opportunities posted by MSU (watch out for Days of Service here!) and our awesome Community Partners. Here, opportunities are listed in chronological order, with the newest opportunities on top.

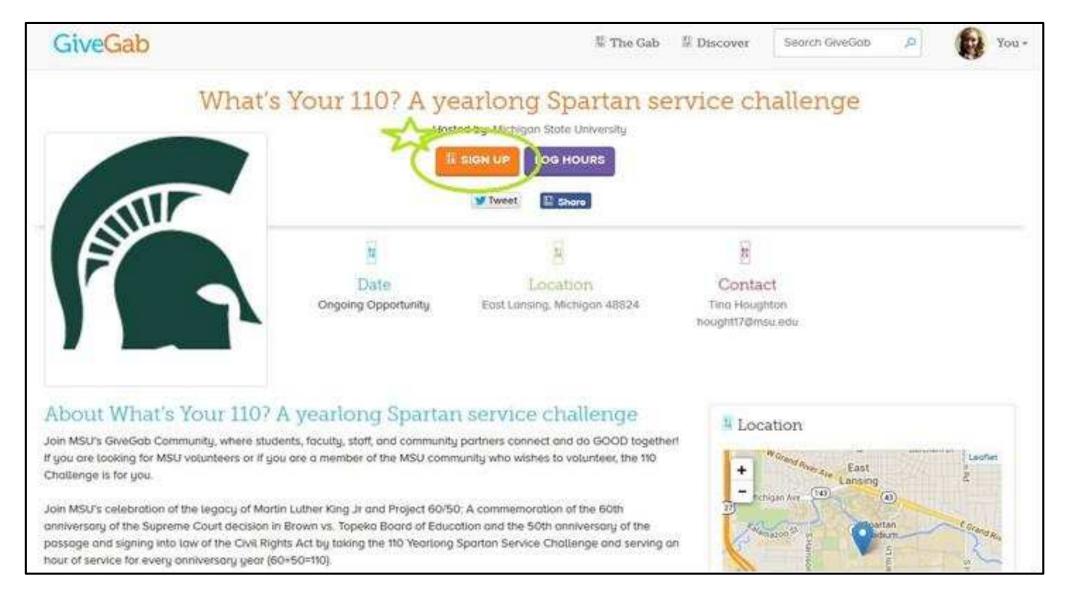
Once you scroll past the Community Partner opportunities, you'll see a wall that the MSU community can use to communicate. Keep an eye out for posts from the Center for Service-Learning and Civic Engagement team about featured opportunities! Also feel free to share stories and photos from your service here.

4. After exploring, scroll back up to the top of MSU's page and click on the "What's Your 110?" opportunity.

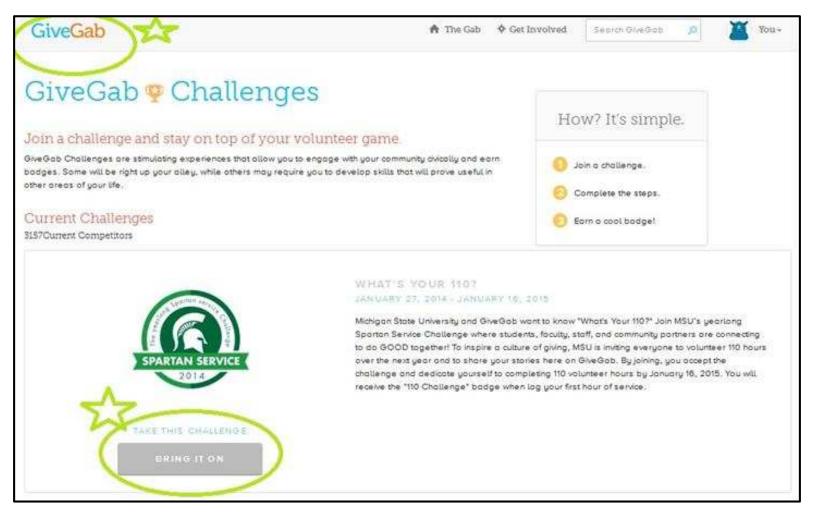


The "What's Your 110?" Challenge is a yearlong Spartan service challenge related to MSU's Project 60/50. The Challenge encourages students to serve 110 hours before MLK Day January 2015 in order to honor the civil rights anniversaries we celebrate this year. It's a non-binding commitment, and those who participate will receive encouragement and recognition along the way. If you're already serving, why not count your hours toward a goal?

5. Click the orange "Sign Up" button. Then, follow this link: givegab.com/challenges

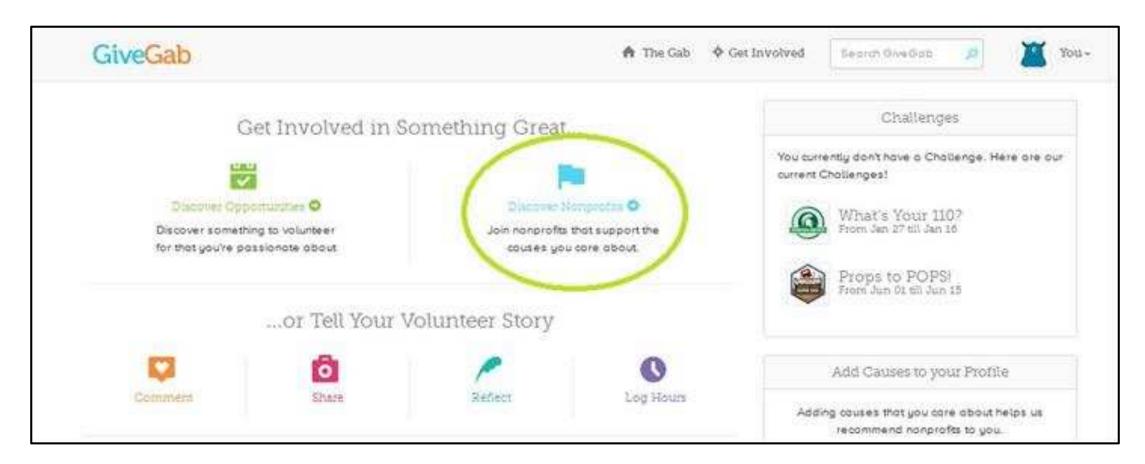


6. Click the gray "Bring It On" button. Then click the GiveGab icon in the upper left corner to get back to your dashboard! Your sign-up process is complete.



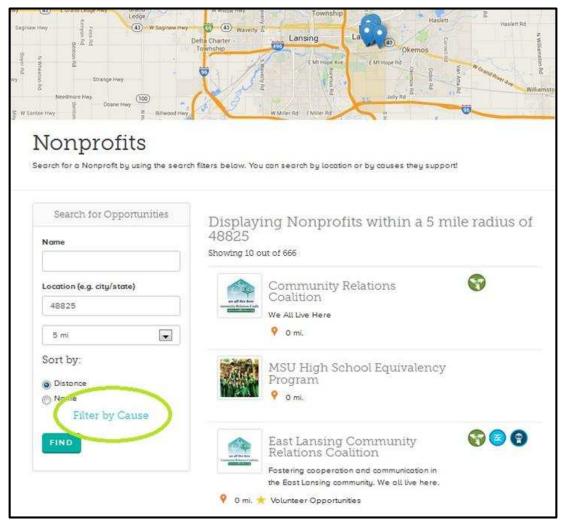
7. Now it's time to get started using the site. You've already learned how to view volunteer opportunities chronologically on the Michigan State University page.

Click on "Discover Nonprofits" to view volunteer opportunities by location and Cause.



Type in your Zip Code and filter by Causes that interest you! Click on nonprofits to view their volunteer opportunities and sign up from there. Read opportunity descriptions carefully and keep an eye out for MSU Student Specific Instructions!

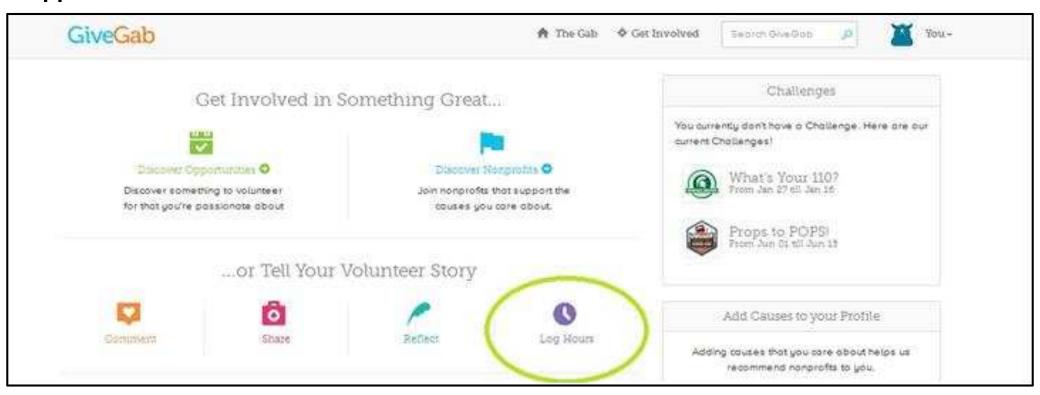
Opportunities are not limited to the East Lansing area. If you are home for the summer, away on vacation or graduating and moving to a new city, type in your new zip code and serve wherever you are!



8. Opportunities in GiveGab range from one-time Events to Programs that continue indefinitely. We hope that you find opportunities that suit you and you're able to get started serving soon!

Every time you serve, you should log your hours. This helps achieve your service challenges and gives the CSLCE the information we need to provide you with Records of Service.

Back on the GiveGab dashboard, click on the purple "Log Hours" button. Fill out the pop-up box that appears.



9. You may have noticed that in the Log Hours box, you had an option to select a group that your hours fill requirements for. GiveGab is a great place for student groups, including RSOs and Greek organizations, to keep track of their volunteer hours.

Use the search bar to see if your groups are already on GiveGab. If they are, join them! If they're not, contact us for help setting up your group profile.



10. If you use a phone with an iOS operating system, find GiveGab in the App Store and download for free. If you don't have an iPhone you can still use the mobile site – it functions as well as the app. An Android app is coming soon; watch here for updates!



The MSU Center for Service-Learning and Civic Engagement seeks to facilitate service and strengthen connections between MSU and the surrounding community.

If you have any questions about GiveGab or would like help finding the service opportunity that's right for you or your group, call us and ask to speak with a co-curricular program advisor!

517-353-4400

We also provide:

-Academic Service-Learning Placements

-Hospital and Pre-Professional Service Placements

-Records of Service

-Transportation Assistance

-Clearance Support

See <u>servicelearning.msu.edu</u> for more information!

Find us on Facebook: MSUServiceLearning

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