



Signing Youth Up for Family Teams on VOICEupBerks.org

We've found that the easiest way for parents to sign up their children younger than 13 years of age for volunteer opportunities is to **create an account for themselves and then create a Family Team** that includes their children and/or spouse.

The person designated as the **Team Captain** will be the primary contact and will receive emails about volunteer opportunities and team activities.

Teens are also welcome to create their own individual profiles using their own email addresses. Having a parent sign them up as part of a Family Team will not interfere with this.

Step 1: Create Your Parent Account

If you don't already have an account:

1. Go to **VOICEupBerks.org**
2. Select **For Volunteers**
3. Select **Become a Member**
4. Choose **Signup/Registration**
5. Follow the prompts to create your account.

Step 2: Create Your Family Team

Once your account is created:

1. **Log in** to your account at **VOICEupBerks.org**
2. Go to **For Volunteers → My Account → My Teams**
3. Click **Create a New Team**
4. Enter a **team name** for your family.
5. Add the family members who may volunteer with you.

A few things to know:

- Each team member must have either an **email address or phone number**.
- If your child does not have their own email address, you can use their **cell phone number or your home phone number**.
- **The same email address cannot be used for multiple people**, but the same phone number can be used.

- Be sure to check the box that designates **you as the Team Captain**. This ensures that volunteer-related correspondence for your family team comes to you.

You can create as many teams as you would like, but for this purpose, you'll just need a **Family Team**.

Step 3: Sign Your Child Up for a Volunteer Opportunity

Once your Family Team is created:

1. Go to **For Volunteers → Opportunity Calendar**.
 2. Find and click on the volunteer opportunity you would like to participate in.
 3. Click **Sign Up With a Team**.
 4. Select your **child's name** from your team members.
 5. Submit the registration.
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Step 4: Complete the Youth Waiver

Before your child participates in volunteer activities with VOICEup, we need a Youth Waiver signed by a parent/guardian on file.

You only need to complete this waiver once, and it will cover your child's volunteer activities with VOICEup.

You can find the waiver at the **bottom of the Youth Volunteer Corps page** on our website. Look for the sentence:

"ATTENTION YOUTH VOLUNTEERS" -- The words in that sentence contain the link to the waiver.

One Great Benefit!

Once your child has a profile on VOICEupBerks.org, their volunteer hours will be tracked through VOICEup and the international Youth Volunteer Corps (YVC) network database.

That means your child can build a record of their service throughout middle and high school that can be used when applying to colleges, scholarships, and other opportunities. Their service may also qualify them for additional recognition and awards through YVC at the national and international level, including the Presidential Volunteer Service Award.

It's another way to make sure the time and effort your child puts into serving their community is recognized and celebrated beyond the individual project.

Questions?

If you have trouble creating your Family Team or signing your child up for an opportunity, please contact **YVC@voiceupberks.org** and we'll be happy to help!