

# Better Impact

## Learning Aid

Allerton Park & Retreat Center uses a program called Better Impact to keep track of volunteer applications, volunteer opportunities, and provides a way for volunteers to sign up and log hours for their time spent at Allerton. We hope this learning aid helps current and future volunteers become familiar with the website and navigate it efficiently. Please see below for common Better Impact topics.

### Applying to be a Volunteer:

- Visit <https://allerton.illinois.edu/volunteer-at-allerton/> to learn about various volunteer roles we have at Allerton Park
- Follow the link that says “FILL OUT AN APPLICATION” that takes you to the Better Impact public page. On the right, you will see a button to fill out an application.
- You will be prompted to create a username and password or use an existing account. Unless you know you have a Better Impact account with a previous organization, you will create your login credentials. This information will be how you will log into Better Impact.
  - » The flagged fields are required
- Fill out your contact information and continue to follow the application process until you reach the end.
- When you reach the section for the Volunteer Waiver, click the ‘i’ icon to view and download the Volunteer Waiver Agreement. You must check the box to submit, but **you are not yet considered fully applied until your signed waiver has been received.**
  - » Sign and return the Volunteer Waiver agreement to Olivia Warren at [owarren@illinois.edu](mailto:owarren@illinois.edu) or drop off at the Mansion front desk. You may also mail a copy to 515 Old Timber Road, Monticello, IL 61856
- Finally, click the ‘Submit’ button. You now have a Better Impact profile that will be used to sign up for volunteer opportunities and to log your hours.
  - » Depending on the time of year you apply, there may already be some opportunities available for you to choose. To view them, click ‘Go to Opportunities Page’
  - » To visit the main Better Impact volunteer page, click ‘HOME’ on the menu bar (from Opportunities page)

### Better Impact Home Page

- Here is where you will find announcements specifically for Allerton Volunteers. These may be special volunteer events, new opportunities, general Park announcements, or anything else we feel like our volunteers need to know.
- From here, you can access volunteer opportunities, your volunteer schedule, hours logged, and how to contact specific Allerton Park staff members.

### Signing up for Opportunities

- Hovering over the ‘Opportunities’ menu option, you can view open opportunities in a calendar view or a list view. Both options have most of the same information and it’s a matter of your preference. However, some opportunities won’t be available on the calendar if there isn’t a date associated with it, for example: Trail Stewarding or Miscellaneous Volunteer Tasks
- In Calendar View
  - » Click on an available opportunity listed on the calendar.
  - » A dialog box will pop up with a description of what the opportunity would entail and how many other volunteers have signed up for that shift.
  - » To sign up for that shift, click the “+ Sign Up” button at the bottom of the dialog box.
- In List View
  - » Opportunities are organized by category. To view available shifts, simply click on the activity, and you will see open shifts, full shifts, and the option to sign up
  - » The process to sign up for an open shift is the same as in Calendar View
  - » You can also sign up for multiple shifts at once using the check boxes to the right

- The shifts you have sign up for are now viewable within the ‘Schedule’ menu option, provided you do not need additional clearance from a staff member. Once that is given, the shift will be viewable.
  - » If something changes with your schedule, you can also withdraw from a shift, and it will alert staff

### **Logging Volunteer Hours**

- Navigate to the ‘Hours’ menu option
- Choose the activity you volunteered for from the drop-down list of volunteer activities. They are organized by category.
- Enter the date and how many hours you volunteered for that activity. We ask that you share your honest feedback about the shift, as well.
- When you are finished, choose one of the ‘Save’ options at the bottom.

**\*\*\*If you ever get locked out of your Better Impact account, contact Olivia or another Park staff member, and they can reset your password.\*\*\***