

How do I add a shift?

If you are a volunteer who already has a placement, and you need to change your schedule, please follow the instructions below carefully. Please note that it is NOT okay for you to attend a new shift without completing any of these steps FIRST. It is a violation of our agreement with the Providence Public school district for volunteers to go to a school on a day that they are not scheduled.

We always encourage volunteers to pick up more hours when they can, but it is important that we are able to accurately report this information to the district. Thank you for understanding.

Step 1: Your first step is to ask the teacher that you are placed with if you can add a shift. You must get permission from your teacher, before you change your schedule, to ensure that the new time works for them. You can find their contact info on the event page for your placement. (If you can't find your teacher's contact info, let us know and we can find it for you.)

Step 2: Once you have confirmation from your teacher, the next step is to contact Inspiring Minds. Let us know what date and time you are going to your school, and that you have already cleared the new shift with your teacher. You can reach us either through GivePulse, via email: inspire@inspiringmindsri.org, or via phone: (401) 274-3240.

Step 3: We will schedule this new shift in GivePulse for you. Once you receive a notification from GivePulse that your new shift has been added, then you'll know that is okay for you to attend that shift.

Step 4: When you go to this new shift, you can record your hours on your sign-in sheet, and record an impact like you normally would. If you have any issues with this, please reach out to us so that we can fix this.