



## Tips for college students volunteering for credit with Inspiring Minds

### General Reminders

- Please use conventional communication and writing standards when emailing your supervising teacher and Inspiring Minds. We are happy to answer any questions that you have, but you should always use a greeting and a closing. This sets a professional and collegial tone for your communication.
- Volunteers have a personalized sign-in sheet in the pink binder in the school office. Find your sheet. You will also be provided with a personal name tag. There is a box in the school office with all of the name tags. Wear your badge at all times. Return it when you sign out.
- Watch out for School Closings/Weather Alert Days. [Sign up here for the RI Broadcasters alerts.](#)
- Notify us early if you anticipate that illness or absence may impact your course requirements.
- We welcome students for credit in our coffee hours and additional training/workshops. Register on the events page.

### Give Pulse General Reminders

- You must cancel your shift AND personally notify your teacher if you do not plan to attend.
- Resources, including videos and how do I's, are found at <https://inspiringmindsri.org/give-pulse-resources/>
- When you message us about givepulse problems, be specific. "I'm having a hard time doing X" doesn't help us help you. Screenshots do help!
- Record your impact, after every event you attend during your placement.

### Quick Reference Guide

Receiving Messages from Inspiring Minds/GivePulse:	Be sure to white label Inspiring Minds (GivePulse) <notification@givepulse.com>. You also have an inbox in the upper right hand corner.
Sending Messages to Inspiring Minds:	Click "Contact Administrator" on the Inspiring Minds homepage. Remember to be specific when you email us with issues.
Contacting your Teacher:	The preferred contact information for your supervising classroom teacher is found in the Description of your Placement Event. Go to My GivePulse, My Registrations and click on the event name for details.
Uploading Documents (your BCI and photo ID):	Click on your name, My profile, edit profile then look for "Requested Data" on the left hand navigation. Make sure you scroll to the end to click "update profile".
Requesting a change in placement day/time or adding a shift:	Contact Administrator before you attend any shift other than those registered.
Canceling a shift (because you are sick or have an emergency):	1. Contact your teacher. You can find their information in the event's description. 2. Click on your name, My GivePulse, My Registrations. Use the action bar to cancel.
Recording your impact:	Respond to the email.
Reviewing, editing or updating your impacts:	Click on your name, My GivePulse, My Impacts
Check your cumulative hours and print your verified impacts for your professor:	Click on your name, Impact Summary.

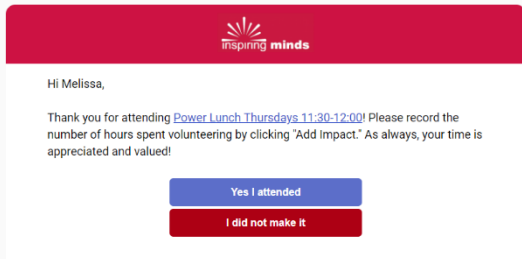
## Do's



Do review your placement details carefully. Review the dates and make sure you have registered for dates you plan to attend.



Do respond to the email to record your impact.



Do contact us early and often if you run into any trouble with your placement or your schedule.



Cancel your shifts ahead of time.

## Don'ts



Don't think this is reflecting your placement hours:

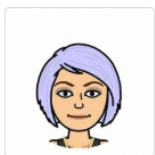
IMPACTS HOURS GROUPS  
14 22 27



Don't record to the wrong school or ask a human for verification:

## Canceling a Shift

Click on your name, My GivePulse, My Registrations. Use the **ACTION BAR** to cancel.



Melissa Emidy  
My Registrations

IMPACTS HOURS GROUPS  
14 22 27



View Calendar

1 - 48 of 48 Registrations

Event Name	Group Name	Date	Shift	Status	Duration	Impacts	Actions
Power Lunch Thursday 11:30-12:00	Reservoir Avenue Elementary School (IM)	6/20/19 11:30am		Registered	30 minutes		
Power Lunch Thursday 11:30-12:00	Reservoir Avenue Elementary School (IM)	6/13/19 11:30am		Registered	30 minutes		