

# Volunteering at the Kitchen Table

## With SignUp.com

1. Send an email to the Kitchen Table at [KitchenTableRochelle@gmail.com](mailto:KitchenTableRochelle@gmail.com) indicating your desire to volunteer to be sent a SignUp.com volunteer invitation. In that email, list the following information:

Your First Name \_\_\_\_\_

Your Last Name \_\_\_\_\_

Your Email Address \_\_\_\_\_

You can also use our online form on our Volunteer webpage.

2. While you wait for the Kitchen Table to accept your invitation, you may want to watch this video to be introduced to the SignUp.com process:

**“How to Sign Up on SignUp.com (Participants)”**

<https://youtu.be/XUFby8xIKTI>

3. After you get your invitation to volunteer at the Kitchen Table in your email, go to this web address - <https://signup.com/volunteerspot/Volunteers>

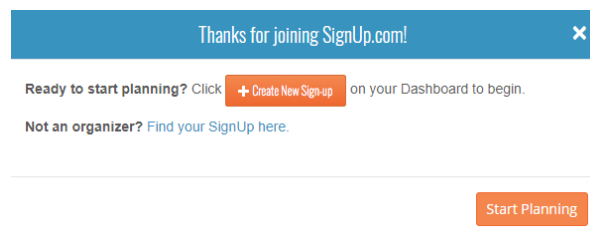
4. Select Register which will take you to this address - <https://signup.com/Organizer/Register>

Enter Your First Name, Last Name, Email Address and a Password (not your email password).

My SignUp.com Password is \_\_\_\_\_

**(Keep This for Your Records)**

5. When this popup screen appears,



**Check the blue link after “Not an organizer? Find your SignUp here.”**

**5. Your Dashboard with volunteering opportunities at the Kitchen Table will appear in the next screen. You will see dates and volunteer positions of:**

- **Food Preparer, State Certified**
- **Food Preparer for the Meal**
- **Cashier / Greeter**
- **Cook, State Certified**
- **Drink Server / Bus Tables**
- **Kitchen Help**
- **Waitress**

**Go to the calendar drop down box in the upper right hand corner of your dashboard. A monthly calendar will appear.**

- **A Gray background means a volunteer spot is filled.**
- **A Green background means you already volunteered for that date.**
- **A Blue background means the volunteer spot is still available.**

**Select any blue date to sign up to volunteer for a position.**

**6. You will be sent a reminder by email 2 days before the date you signed up.**

**In the event you have to change or cancel a volunteer commitment due to an emergency, you can use the Update My Spots in the lower right hand corner of the SignUp. com screen to do so.**

**You will be given volunteer instructions and a task sheet your first night of volunteering so try to arrive a little early. Thank You!**

**REMEMBER, VOLUNTEERS GET TO EAT FOR FREE AT THE END OF SHIFTS!**