

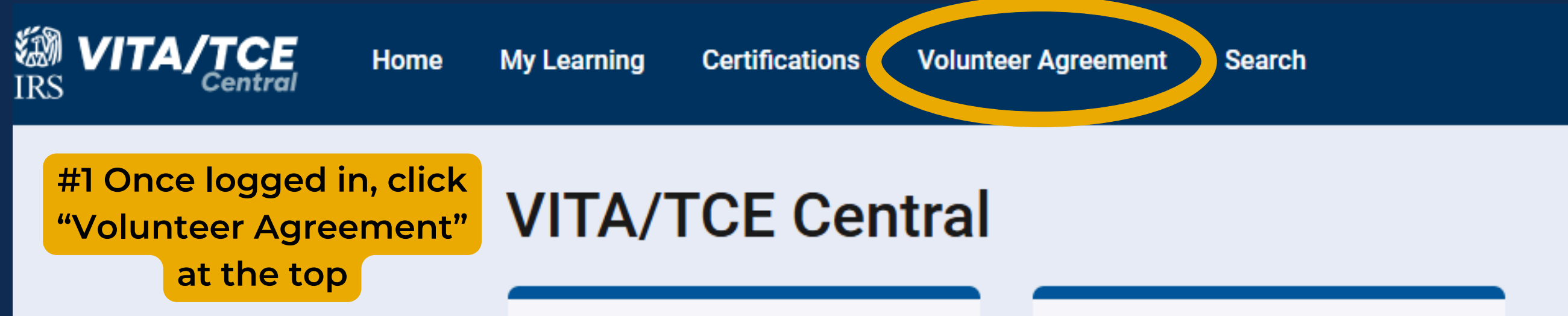


HOW TO:

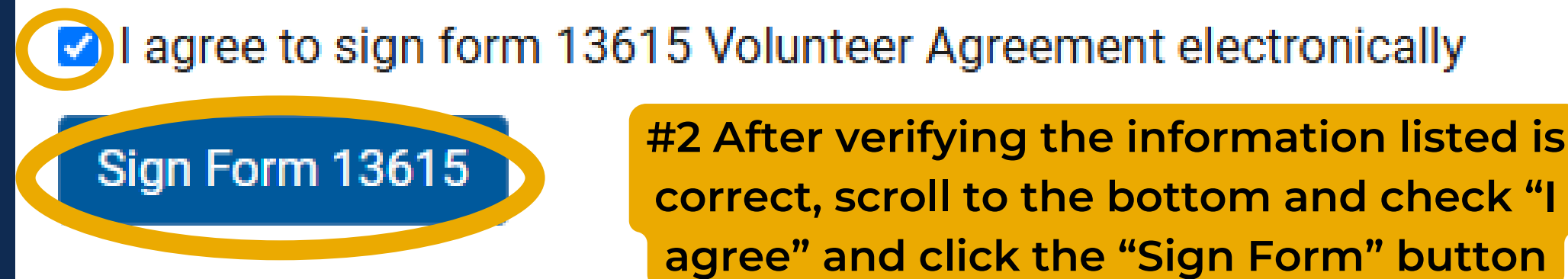
Upload your Volunteer Agreement to your Volunteer Profile

First, download your Volunteer Agreement from Link&Learn

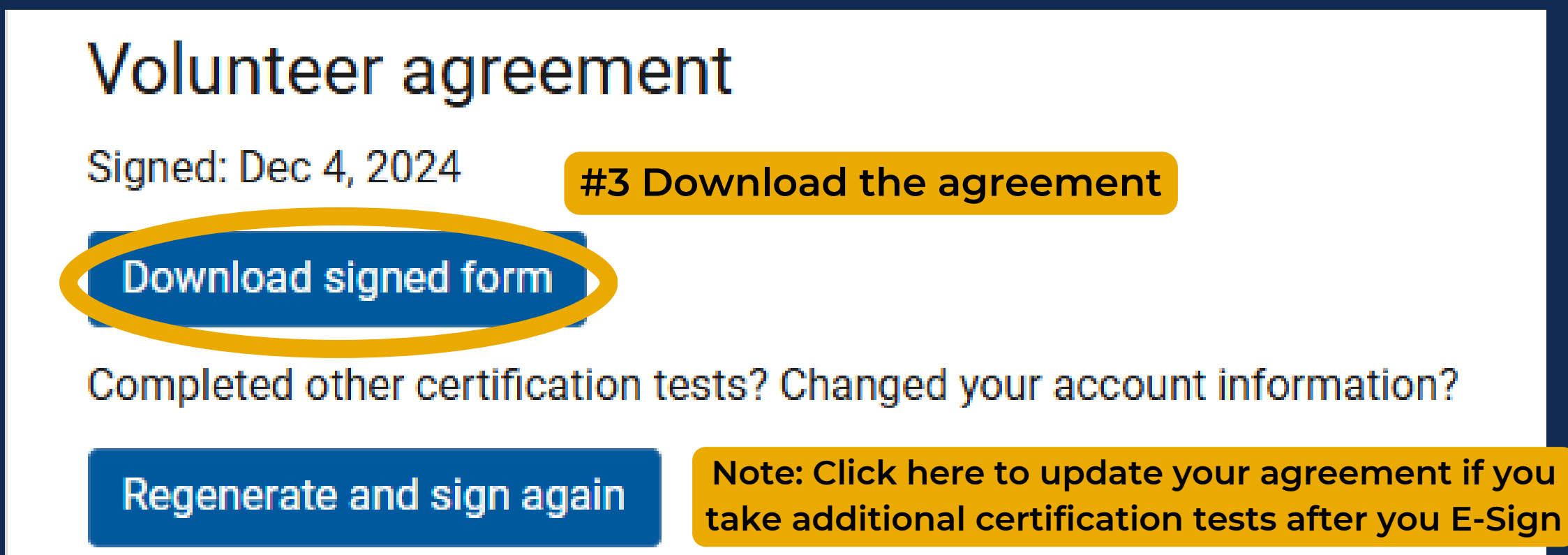
#1



#2



#3



volunteer.cwfphilly.org

The screenshot shows the user interface of the volunteer.cwfphilly.org website. At the top, a dark navigation bar contains links: RETURN TO OUR WEBSITE, VOLUNTEER, ADD HOURS, CALENDAR, a notification bell with (1), a user profile icon labeled 'TM', and a HELP link. Below this is a banner for the 'CAMPAIGN FOR WORKING FAMILIES' with a large 'VOLUNTEER' text overlay. A yellow callout box with black text is centered over the banner, stating: 'While logged into your CWF Volunteer account, hover over your initials/icon in the top right corner, and click "Qualifications"'. On the right side, a user menu is open, listing options: VIEW PROFILE, EDIT PROFILE, TRACK HOURS, VOLUNTEER SCHEDULE, **QUALIFICATIONS** (highlighted), MY FILES, OPPORTUNITY RESPONSES, MY TEAMS, INBOX, and LOGOUT. The left sidebar contains a vertical menu with icons and labels: DASHBOARD, OPPORTUNITIES, EVENTS (with a calendar icon showing 17), PROGRAMS, NEW VOLUNTEER INFO SESSIONS, and VITA TAX TRAINING. The main content area displays a 'VOLUNTEER HOURS' section with a stopwatch icon and a large '0', followed by the text 'No hours by skill found.'. Below this, there are two columns: 'IMPACT VALUE' showing '\$0.00' and 'OPPORTUNITY RESPONSES' showing '0' with a checkmark icon.

RETURN TO OUR WEBSITE VOLUNTEER ADD HOURS CALENDAR (1) TM HELP

CAMPAIGN FOR WORKING FAMILIES

VOLUNTEER

While logged into your CWF Volunteer account, hover over your initials/icon in the top right corner, and click "Qualifications"

VIEW PROFILE
EDIT PROFILE
TRACK HOURS
VOLUNTEER SCHEDULE
QUALIFICATIONS
MY FILES
OPPORTUNITY RESPONSES
MY TEAMS
INBOX
LOGOUT

DASHBOARD
OPPORTUNITIES
EVENTS 17
PROGRAMS
NEW VOLUNTEER INFO SESSIONS
VITA TAX TRAINING

0
VOLUNTEER HOURS
No hours by skill found.

\$0.00
IMPACT VALUE
0
OPPORTUNITY RESPONSES

My Qualifications

VIEW PROFILE

EDIT PROFILE

TRACK HOURS

MY TEAMS

QUALIFICATIONS

INBOX

This will take you to your Qualifications page. Qualifications are updated yearly and are required to volunteer with CWF.

Incomplete Qualifications

You may need to meet certain qualifications or sign a waiver in order to view or respond to opportunities.

STEP 1:

Please read and sign the CWF Volunteer Waiver

Click to sign: [Campaign for Working Families Volunteer Waiver](#)

Read and E-sign CWF's Volunteer Waiver.

STEP 2:

Upload your 2023 Volunteer Agreement for Basic Certification

[Take the Basic Exam](#)

UPLOAD FILE

Upload your Volunteer Agreement*

Upload your 2023 Volunteer Agreement for the Advanced Certification

[Take the Advanced Exam](#)

UPLOAD FILE

Upload your Volunteer Agreement for the VSOC & Intake/Interview and Quality Review Exam

[Take the VSOC & Intake/Interview, Quality Review Exam](#)

UPLOAD FILE

Please upload a photo of your driver's license or state ID

UPLOAD FILE

SUBMIT QUALIFICATIONS

My Qualifications

[VIEW PROFILE](#)[EDIT PROFILE](#)[TRACK HOURS](#)[VOLUNTEER SCHEDULE](#)[MY FILES](#)[OPPORTUNITY RESPONSES](#)[MY TEAMS](#)[QUALIFICATIONS](#)[INBOX](#)

Your Volunteer Agreement must be uploaded for each desired Qualification!

Incomplete Qualifications

You may need to meet certain qualifications or sign a waiver in order to view or respond to opportunities.

Please read and sign the CWF Volunteer Waiver

Click to sign: [Campaign for Working Families Volunteer Waiver](#)

Upload your 2023 Volunteer Agreement for the Basic Certification

TEST MCTEST VOLUNTEER AGREEMENT 2024.PDF

[Take the Basic Exam](#)

Upload your 2023 Volunteer Agreement for the Advanced Certification

UPLOAD FILE

[Take the Advanced Exam](#)

Upload your Volunteer Agreement for the VSOC & Intake/Interview and Quality Review Exam

TEST MCTEST VOLUNTEER AGREEMENT 2024.PDF

[Take the VSOC & Intake/Interview, Quality Review Exam](#)

Please upload a photo of your driver's license or state ID

ID.PNG

Please also upload a copy of a valid photo ID

For example, if you have passed the VSOC and Intake/Interview Exams AND the Basic exam, you must upload the Volunteer Agreement twice. Once for the Basic Qualification and again for the VSOC and Intake/Interview Qualification.

SUBMIT QUALIFICATIONS

Don't forget to hit submit!

Don't see any Qualifications listed?

My Qualifications

[VIEW PROFILE](#)[EDIT PROFILE](#)

TRACK HOURS

VOLUNTEER SCHEDULE

MY FILES

VOLUNTEER SHIFT RESPONSES

MY TEAMS

MY USER GROUPS

QUALIFICATIONS

INBOX

Incomplete Qualifications

You may need to meet certain qualifications or sign a waiver in order to view or respond to Volunteer Shifts.

You don't have any qualifications to fill out right now

Complete Qualifications

SITE	TITLE	QUESTION	RESPONSE	DATE ADDED	DATE EXPIRES	STATUS	OWNER
No Qualifications							

Under the “View Profile” tab, you’ll see a section that says “Tracks”. Select the “VITA Volunteer (Tax Season)” track and click “Start A Track”. You may have to fill out a few additional questions, then you will see the qualifications and be able to upload your agreement.

My Profile

VIEW PROFILE

EDIT PROFILE

TRACK HOURS

VOLUNTEER SCHEDULE

MY FILES

VOLUNTEER SHIFT RESPONSES

MY TEAMS

MY USER GROUPS

QUALIFICATIONS

INBOX



Hope Morris

Joined Date: Nov 13, 2023
Total Logged Hours: 303.72

VOLUNTEER RESUME

Tracks

Tracks are different volunteer paths you can take, from working with a particular location to starting a new volunteer role. The table below shows the tracks you've started. To get started on a new path, use the 'Start Track' button below!

TRACK NAME	REQUIRED RESPONSES	QUALIFICATIONS	DATE STARTED	DATE SUBMITTED
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Select Track

VITA Volunteer (Tax Season)



START A TRACK

Incomplete Qualifications

You may need to meet certain qualifications or sign a waiver in order to view or respond to opportunities.

Upload your 2023 Volunteer Agreement for the
Advanced Certification
[Take the Advanced Exam](#)




UPLOAD FILE

SUBMIT QUALIFICATIONS

After you submit your documents, you will then see them listed as “Pending” on your profile.

Please give the Volunteer Department 24-48 hours to review them.

Complete Qualifications

SITE	TITLE	QUESTION	RESPONSE	DATE ADDED	DATE EXPIRES	STATUS	OPTIONS
Campaign for Working Families, Inc	2023 Volunteer Standards of Conduct & Intake/Interview and Quality Review	Upload your Volunteer Agreement for the VSOC & Intake/Interview and Quality Review Exam	FILE LINK	Nov 21, 2023	Nov 21, 2024	Pending	
Campaign for Working Families, Inc	Upload ID Document	Please upload a photo of your driver's license or state ID	FILE LINK	Nov 21, 2023	Jan 1, 2100	Pending	
Campaign for Working Families, Inc	Campaign for Working Families Volunteer Waiver	Please read and sign the CWF Volunteer Waiver	VIEW WAIVER	Nov 21, 2023	Nov 21, 2024	Qualified	
Campaign for Working Families, Inc	2023 Basic Exam	Upload your 2023 Volunteer Agreement for the Basic Certification	FILE LINK	Nov 21, 2023	Nov 21, 2024	Pending	

Incomplete Qualifications

You may need to meet certain qualifications or sign a waiver in order to view or respond to opportunities.

Upload your 2023 Volunteer Agreement for the Advanced Certification

[Take the Advanced Exam](#)

UPLOAD FILE

SUBMIT QUALIFICATIONS

Once they have been approved by the Volunteer Department, you will receive an email and the status will change to “Qualified”.

You are now qualified to register for volunteer shifts!

Complete Qualifications

SITE	TITLE	QUESTION	RESPONSE	DATE ADDED	DATE EXPIRES	STATUS	OPTIONS
Campaign for Working Families, Inc	2023 Volunteer Standards of Conduct & Intake/Interview and Quality Review	Upload your Volunteer Agreement for the VSOC & Intake/Interview and Quality Review Exam	FILE LINK	Nov 21, 2023	Nov 21, 2024	Qualified	
Campaign for Working Families, Inc	Upload ID Document	Please upload a photo of your driver's license or state ID	FILE LINK	Nov 21, 2023	Jan 1, 2100	Qualified	
Campaign for Working Families, Inc	Campaign for Working Families Volunteer Waiver	Please read and sign the CWF Volunteer Waiver	VIEW WAIVER	Nov 21, 2023	Nov 21, 2024	Qualified	
Campaign for Working Families, Inc	2023 Basic Exam	Upload your 2023 Volunteer Agreement for the Basic Certification	FILE LINK	Nov 21,	Nov 21,	Qualified	

Should you have questions or encounter any issues, please contact Elizabeth at eolson@cwfp Philly.org.