

Volunteers: Using the Check in Kiosk

Learn how to efficiently manage your volunteer attendance by checking in and out of volunteer opportunities. This guide provides instructions on checking in and out of an opportunity, adding yourself as a new participant, updating check in statuses, and accepting the volunteer waiver where necessary.

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When you arrive to your shift, use the iPad to check in using our volunteer check in kiosk.



Beyond Hunger

Today's Volunteers

Friday 8/7

Fresh Thyme (River Forest)

8:30am - 9:30am

0/0 Checked-in

Oak Park Bakery

8:30am - 9:30am

0/0 Checked-in

Pete's Fresh Market

8:30am - 9:30am

0/0 Checked-in

Sugar Beet Co-op

9:00am - 10:00am

0/0 Checked-in

Fresh Produce Delivery

9:00am - 10:30am

0/0 Checked-in

Trader Joe's

9:45am - 10:30am

0/0 Checked-in

Jewel (Oak Park)

10:00am - 11:00am

0/0 Checked-in

Home Delivery Set-Up

10:00am - 12:00pm

0/0 Checked-in

Add Participant

Search by Name

Name	Email	Opportunity	
Sofie Pedersen	pe*****@g****.co	Recycling/Compost 11:30pm - 2:30pm	Check In
Alek Pedersen	al*****@g****.co	Pantry Reset 11:30am - 1:00pm	Check In
Daisy Gabriel	dg*****@g****.co	Pantry Reset 11:30am - 1:00pm	Check In
Tori Miller	tm*****@g****.co	Clerk 12:00pm - 2:00pm	Check In
Alek Pedersen	al*****@g****.co	Boxes 12:30pm - 2:00pm	Check In
Olivia Gahan	og*****@g****.co	Boxes 12:30pm - 2:00pm	Check In
Monnette Bariel	mb*****@g****.co	Alpine Food Shop 3:00pm - 3:45pm	Check In

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You can find yourself by looking at the list or using the "search" bar. Once you have located your name and shift.

Click "Check in".

Email	Opportunity	
ped*****@g****.c**	Recycling/Compost 🕒 1:30pm - 2:30pm	Check In
al**@g*****.o**	Pantry Reset 🕒 11:30am - 1:00pm	Check In
da***@g*****.o**	Pantry Reset 🕒 11:30am - 1:00pm	Check In
te*****@g****.c**	Clerk 🕒 12:00pm - 2:00pm	Check In
om*****@o*****.c**	Boxes 🕒 12:30pm - 2:00pm	Check In
mba*****@g****.c**	Alpine Food Shop 🕒 3:00pm - 3:45pm	Check In

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If you haven't already signed the waiver for a specific opportunity, the kiosk will prompt you to do so.

Click "Accept"

representatives, agents, and other participating individuals (collectively, the "Church" and "Beyond Hunger") from any and all claims, causes of actions, or liabilities, including reasonable attorneys' fees, by or to me, or by or on behalf of any other person, arising from or in any way related to my presence on or use of the Church's and/or Beyond Hunger's properties and/or premises in connection with my volunteer participation with Beyond Hunger. I agree that the Church is a third-party beneficiary of this Release Agreement.

I understand I am expressly assuming all risk, including but not limited to all risk of injury, associated with my volunteer participation at Beyond Hunger and/or any activity conducted off-site on behalf of Beyond Hunger.

I understand that while volunteering at Beyond Hunger, photographs may be taken of the volunteers while on the premises. I hereby grant permission and consent for Beyond Hunger and its authorized representatives to record, via photography or video, pictures of my participation. I further agree that any or all of the material photographed may be used, in any form, as part of any future publications, brochures, other printed material, or social media postings used by Beyond Hunger, and that such use shall be without payment of fees, royalties, or any other compensation.

FOR THOSE WITH MINORS: If only one chaperone, parent or guardian signs these forms on behalf of a minor volunteer, then the undersigned chaperone, parent or guardian of the minor Volunteer hereby covenants, warrants, represents and agrees that he or she is executing these forms on behalf of, and as an agent for, any other individual who may be a parent or guardian of the minor volunteer; that he/she is fully authorized to do so, and that by executing such Volunteer Release form, the undersigned is binding himself/herself, the Volunteer and any other parent or guardian of the Volunteer, and all of their heirs, next of kin, assigns and legal representatives to such Release.

Minors ages 11 and under must volunteer with a parent/guardian chaperone and are not required to have a volunteer account or attend volunteer orientation. Minors ages 12 - 15 must attend volunteer orientation as well as an additional meeting with program staff. They must complete their first shift with a parent/guardian, and then may volunteer independently. Minors 16+ may volunteer on their own and must follow all guidelines as an adult volunteer.

Beyond Hunger offers a variety of shifts, including shifts where a volunteer is working independently, in a group setting, and/or in client-facing roles. While Beyond Hunger staff will always be present on Beyond Hunger premises, they may not be in every room at all times.

All information obtained, including name, address, telephone numbers, etc., shall be kept strictly confidential by Beyond Hunger.

By signing below, I express my understanding and intent to enter into this Release Agreement willingly and voluntarily. If volunteer is age 17 or younger, signature below must be filled out by a parent or guardian.

Print (First Name, Last Name): _____ Date: _____

Signature: _____

Beyond Hunger
848 Lake Street, Oak Park IL 60301
708-386-1324 | GoBeyondHunger.org

BEYOND HUNGER

Decline **Accept**

2:00pm

Shop

3:45pm

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When you are done with your shift, use the kiosk to check out.

Click "Check Out"

Email	Opportunity	
ped*****@g****.c**	Recycling/Compost 🕒 1:30pm - 2:30pm	Check Out Undo Check In
al**@g*****.o**	Pantry Reset 🕒 11:30am - 1:00pm	Check In
da***@g*****.o**	Pantry Reset 🕒 11:30am - 1:00pm	Check In
te*****@g****.c**	Clerk 🕒 12:00pm - 2:00pm	Check In
om*****@o*****.c**	Boxes 🕒 12:30pm - 2:00pm	Check In
mba*****@g****.c**	Alpine Food Shop 🕒 3:00pm - 3:45pm	Check In

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If you mistakenly "Check in" for the wrong shift or another volunteer you can fix this error right away.

Click "Undo Check In"

Email	Opportunity	
ped*****@g****.c**	Recycling/Compost 🕒 1:30pm - 2:30pm	Undo Check Out
al**@g*****.o**	Pantry Reset 🕒 11:30am - 1:00pm	Check Out Undo Check In
da***@g*****.o**	Pantry Reset 🕒 11:30am - 1:00pm	Check In
te*****@g****.c**	Clerk 🕒 12:00pm - 2:00pm	Check In
om*****@o*****.c**	Boxes 🕒 12:30pm - 2:00pm	Check In
mba*****@g****.c**	Alpine Food Shop 🕒 3:00pm - 3:45pm	Check In

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Once another volunteer arrives, they can also sign in on the same kiosk window.

Click "Check In"

Email	Opportunity	
ped*****@g****.c**	Recycling/Compost 🕒 1:30pm - 2:30pm	Undo Check Out
al**@g*****.o**	Pantry Reset 🕒 11:30am - 1:00pm	Check In
da***@g*****.o**	Pantry Reset 🕒 11:30am - 1:00pm	Check Out Undo Check In
te*****@g****.c**	Clerk 🕒 12:00pm - 2:00pm	Check In
om*****@o*****.c**	Boxes 🕒 12:30pm - 2:00pm	Check In
mba*****@g****.c**	Alpine Food Shop 🕒 3:00pm - 3:45pm	Check In

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Once a volunteer is finished with the shift they can check out.

Click "Check Out"

Email	Opportunity	
ped*****@g****.c**	Recycling/Compost 🕒 1:30pm - 2:30pm	Undo Check Out
al**@g*****.o**	Pantry Reset 🕒 11:30am - 1:00pm	Check In
da***@g*****.o**	Pantry Reset 🕒 11:30am - 1:00pm	Check Out Undo Check In
te*****@g****.c**	Clerk 🕒 12:00pm - 2:00pm	Check Out Undo Check In
om*****@o*****.c**	Boxes 🕒 12:30pm - 2:00pm	Check Out Undo Check In
mba*****@g****.c**	Alpine Food Shop 🕒 3:00pm - 3:45pm	Check In

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If you are not already scheduled but would like to be added for the day, this can be done on the check in kiosk.

Click "Add Participant"

The screenshot shows the 'BEYOND HUNGER' kiosk interface. On the left, there's a sidebar with the logo and a list of volunteer opportunities for Friday 8/7, including Fresh Thyme (River Forest), Oak Park Bakery, Pete's Fresh Market, Sugar Beet Co-op, and Fresh Produce Delivery. The main area features a search bar with the text 'Search by Name' and a table of participants. The 'Add Participant' button is circled in orange.

Name	Email	Opp
Sofie Pedersen	ped*****@g****.c**	Rec 11
Alek Pedersen	al**@g*****.o**	Pan 11
Daisy Gabriel	da***@g*****.o**	Pan 11
Teri Miller	te*****@g****.c**	Cler 12
Olivia Gahan	om*****@o*****.c**	Box 12
Monnette Bariel	mba*****@g****.c**	Alpi 3

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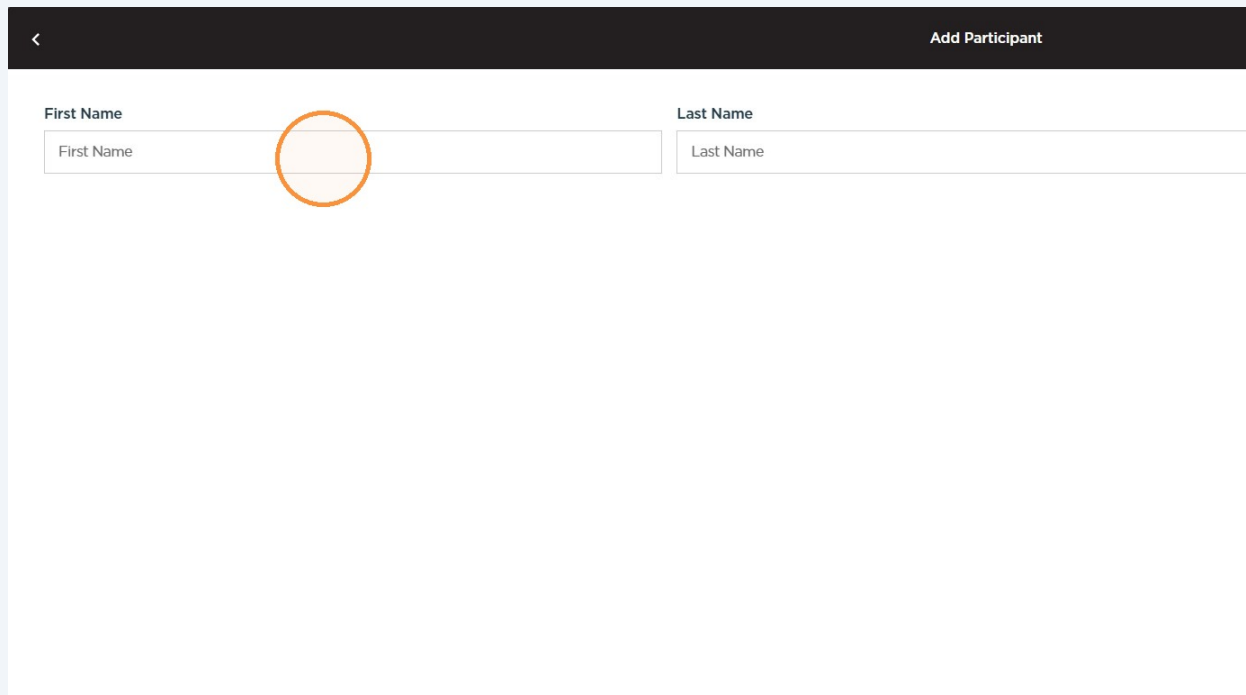
Find the opportunity you would like to be added to.

Click "Select"

The screenshot shows the 'Add Participant' screen. It has a title bar 'Add Participant' and a question 'What opportunity are you checking in for?'. Below is a list of opportunities with 'Select' buttons next to each.

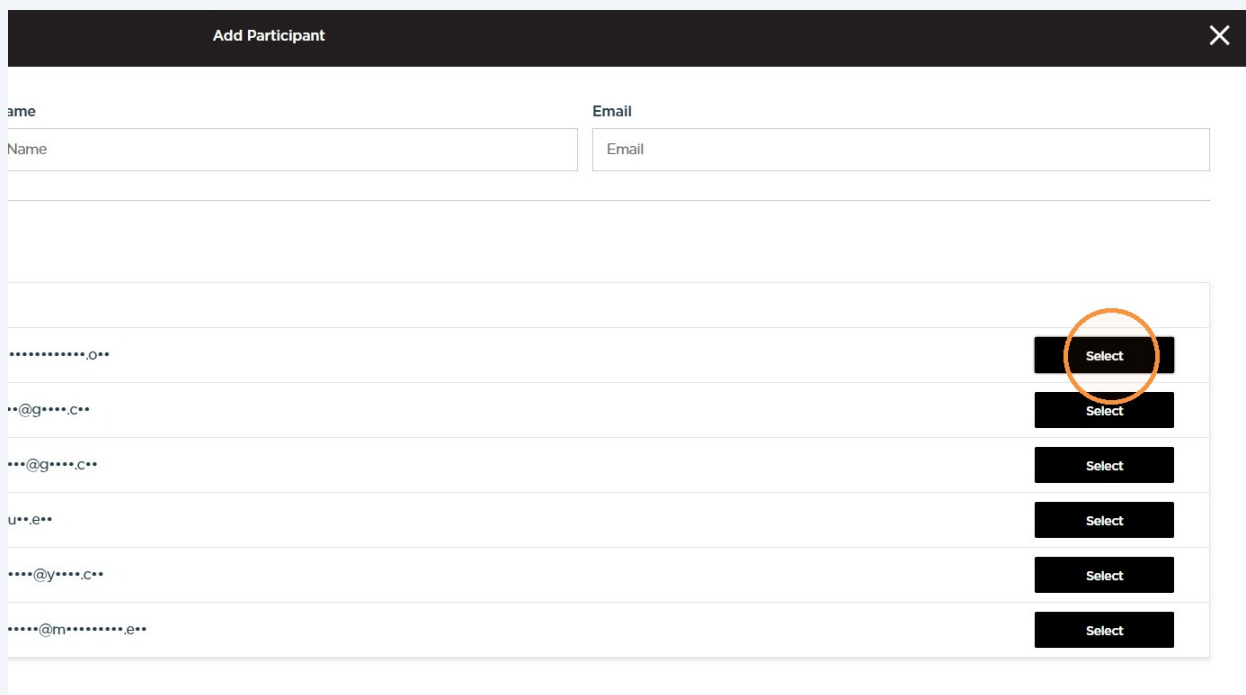
Opportunity	Select
Fresh Thyme (River Forest) 8:30am - 9:30am	Select
Oak Park Bakery 8:30am - 9:30am	Select
Pete's Fresh Market 8:30am - 9:30am	Select
Sugar Beet Co-op 9:00am - 10:00am	Select
Fresh Produce Delivery 9:00am - 10:30am	Select
Trader Joe's 9:45am - 10:30am	Select
Jewel (Oak Park) 10:00am - 11:00am	Select
Home Delivery Set-Up 10:00am - 12:00pm	Select
Clerk 10:00am - 12:00pm	Select

- 10 Type the first and/or last name of the volunteer into the search bars.



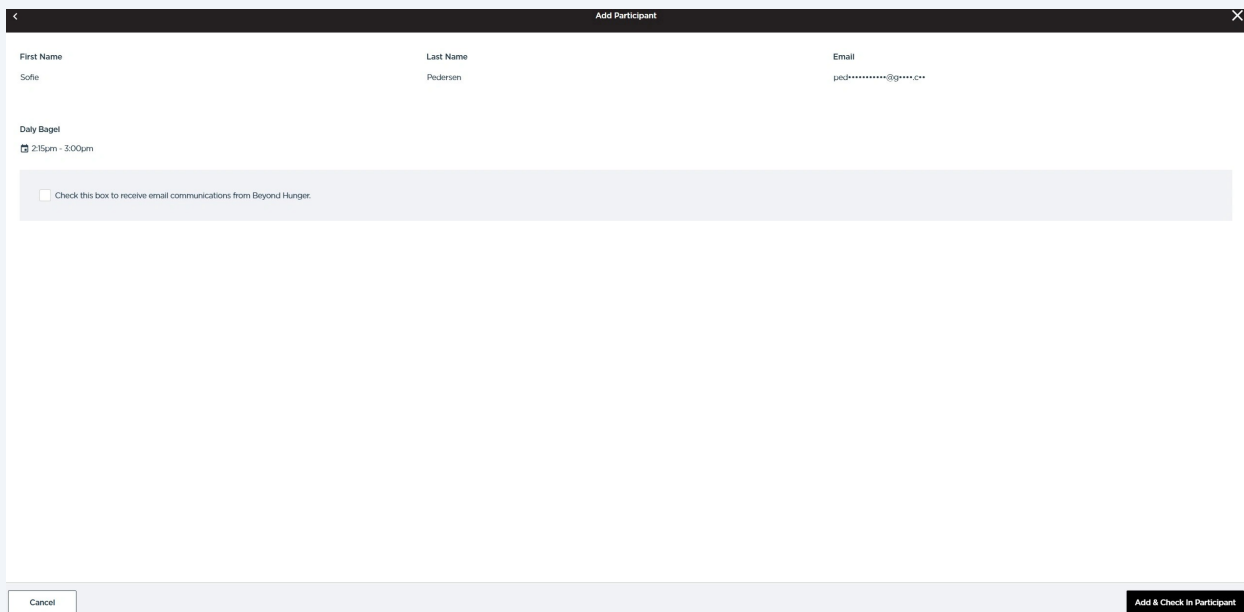
The screenshot shows a mobile application interface for adding a participant. At the top, there is a dark header bar with a back arrow on the left and the text "Add Participant" on the right. Below the header, there are two input fields: "First Name" and "Last Name". The "First Name" field is highlighted with an orange circle. Below the input fields, there is a large empty space for a list of results.

- 11 Once the correct volunteer has been found,
Click "Select"



The screenshot shows the same "Add Participant" form, but now it displays a list of volunteers. The list has two columns: "Name" and "Email". The "Name" column contains several entries, some of which are partially obscured by dots. The "Email" column contains several entries, some of which are partially obscured by dots. To the right of each row in the list, there is a black button with the text "Select". The first "Select" button is highlighted with an orange circle.

12 Click "Add & Check In Participant"



The screenshot shows a mobile application interface for adding a participant. At the top, there's a title bar with a back arrow and the text "Add Participant". Below this, there are three input fields: "First Name" with the value "Sofie", "Last Name" with the value "Pedersen", and "Email" with a partially visible email address. Under these fields, there's a section for "Daily Bagel" with a clock icon and the time range "2:15pm - 3:00pm". Below that, there's a checkbox labeled "Check this box to receive email communications from Beyond Hunger:". At the bottom of the form, there are two buttons: "Cancel" on the left and "Add & Check In Participant" on the right.

13 Click "Done"

Don't forget to click "check out" at the end of your shift!

