

# How to Volunteer with Club 21 Learning and Resource Center

## 1. Fill out the Volunteer Application

- Can be found under the “Who We Are” tab on the page entitled “Volunteer Application”
- Ensure that you fill out every field including the Volunteer Portal User Account Request at the bottom
- Press BOTH BUTTONS to complete your application

## 2. Wait for a Response

- You should receive an email response in 1-2 business days
- The email will include the username you signed up with, but is not very descriptive
- Make sure to check your spam if you do not see it in 1-2 business days

## 3. Log into the Volunteer Portal

- The Portal log in can be accessed using the “Volunteer Portal” button at the very bottom of the homepage at [www.clubtwentyone.org](http://www.clubtwentyone.org)

## 4. Complete the Training and Sign up for Volunteer Shifts

- If you are a new volunteer, complete the volunteer training on the “New Volunteer Training” tab within the Volunteer Portal
- Once you have sent in the confirmation at the bottom of the “New Volunteer Training” tab, you can sign up for shifts
- You can sign up for shifts on the “Volunteer Shifts” tab through the VolunteerLocal software

## 5. Download the VolunteerLocal App

- The app can be found on the Apple App Store or on the Google Play Store by searching “VolunteerLocal”
- This app allows you to confirm volunteer shifts, sign in and out, and track your hours
- It is highly recommended to download this app if possible

