

How to Volunteer with Club 21 Learning and Resource Center

1. Fill out the Volunteer Application

- Can be found by clicking the “Volunteer” bubble on the homepage of www.clubtwentyone.org and selecting “Become a Club 21 Volunteer”
- 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 same “Volunteer” bubble on the homepage of www.clubtwentyone.org
- Select the “Volunteer Portal Sign-In” option

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

