



CSR VOLUNTEER GUIDE

CSR-Specific Requirements, Volunteer Types, Departments, Sign Up, and FAQ

CSR-Specific Requirements:

Volunteers completing their Community Service Restitution with GRACE must submit the following:

- Court documents/paperwork listing the **hours** needed and the **offense**
 - o If you do not have documentation listing the above or are completing community service hours at the recommendation of an attorney, please contact the GRACE Volunteer Coordinator at Volunteer@GRACEGrapevine.org
- Background check

Important:

Due to the nature of the work conducted here, GRACE cannot provide CSR opportunities to persons with theft, burglary or fraud, violence or assault charges, or charges related to these. GRACE can now accept certain cases/felony charges on a case-by-case basis, but we reserve the right to decline some cases.

Volunteer Types:

Volunteer Types guide the application process, providing you with all of the relevant paperwork and applications.

Choose from 2 volunteer types:

General Volunteer

- Requirements:
 - o Must be at least 18 years of age

Youth Volunteer (Minor):

- For volunteers under the age of 18.
- Requirements:
 - o Parent permission

Volunteer@GRACEGrapevine.org

817-305-4655



Departments:

Volunteer opportunities are now categorized by departments. There is one available Department for CSR:

Year-Round	These sites have the most consistent scheduling, with volunteer opportunities available year-round. Covers our Donation Station, GRACEful Buys, and Food Pantry
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More information on these in our Orientation Video!

How to Sign Up:

1. On the sites home page, click “Opportunities” located in the top navigation bar
 - a. Click the GRACE logo in the top left corner to navigate back to the home page
2. Once you have located an opportunity, click the red “I Want To Help!” banner:

I Want to Help!

3. From there, it will show you a calendar overview. Select the date then the shift (if applicable)
 - a. Depending on the opportunity, you will have the opportunity to sign up for multiple shifts if you’d like!
4. When you’ve selected your shifts, scroll to the bottom of the page and click the red “Submit & Sign-Up” button:

Submit & Sign-Up



FAQ

- **I've already submitted an application and received the Orientation packet. Do I still need to create an account?**

Yes! All volunteers— current and incoming— will need to create an account and re-submit their volunteer application. But don't panic! The application process is quick and easy.

- **I've already submitted a background check and have been approved—do I need to submit another?**

If you've submitted and had a background check approved between October 2023-September 2024 you will not need to re-submit your background check. The Volunteer Manager will go in and approve it manually.

For more info on navigating the website, check out Voly's "Volunteer Guide" located at the bottom of the website!

Volunteer Guide

CLICK HERE FOR VOLY CUSTOMER SERVICE

Your feedback is incredibly valuable to us, especially as we transition over to this new system. If you have any questions, comments, or ideas, please don't hesitate to reach out to Volunteer@GRACEGrapevine.org!