HAUPPAUGE
PUBLIC LIBRARY

VOLUNTEER
OPPORTUNITIES

Get connected today!

VOLUNTEER

If you have a community service requirement for school or another organization, or if you just want to give back to your community, consider participating in volunteer opportunities through the Hauppauge Public Library. It's easy to get started:

How Do I Create an Account?

Go to https://hauppaugelibrary.galaxydigital.com/ directly (or go to the Hauppauge Library website https://hauppaugelibrary.org/volunteer/ and connect from our "How do I volunteer" page.)

Fill in the form with the volunteer's information (name, email, phone, address, date of birth, emergency contact, general availability of days/hours, expected graduation date from high school (if applicable), and any skills that you possess (or are interested in) from the grid of skills listed.

Each volunteer's account needs to be listed under their own name, not a parent, with the volunteer's information, not the parent's info, filled out in the form. The only wiggle room on this is if a parent wants their email address to be used instead of their child's. *Just remember, each volunteer account has to have an email address that is specific to that account. Once an email is used for an account, that email address can't be used in another person's account, like a sibling for instance.*

If a volunteer is under the age of 13, the system will prompt a parental consent form to be sent to the parent for permission for them to have an account. This is a federal law (called C.O.P.P.A.) for minors under the age of 13 to have parental permission to use and receive correspondence from a website. All this means is that the parent has to e-sign a document giving permission for their child to have an account. *Important: This must be done within 30 days of creating the account, otherwise the account is deleted along with any hours that were accumulated.*

How can I sign up for an event?

Click on a program (In-person Volunteer Events, On-Location Volunteer Events, or Virtual Volunteer Projects) to see a list of this season's volunteer opportunities. Click on "View Details" to see more info about the opportunity. If you are interested in signing up, click on the **respond** button. You will be added to the attendance list. For Virtual Projects, you still need to click **respond**, essentially saying just submitted the project or plan to very shortly.

What if the event is full?

If an opportunity is full, instead of seeing a button labeled **respond**, you will see a button labeled **join the waitlist.** When you click on this, you will be added to the waitlist. If someone on the main list cancels out of the event, an email goes to everyone on the waitlist telling them there is an opening along with directions on how to respond. The first person from the waitlist who responds gets into the event.

What if I can't come to an event I signed up for?

If you need to cancel out of an event, just click the **unregister** button and you will be removed from the list. This will open up a space for someone else.

How to I complete Virtual Volunteer Projects?

Click on the Virtual Volunteer Projects category, and then click on the **respond** button for the project you'd like to do, essentially saying you intend to do that project shortly and/or are about to submit the project now.

-Follow the directions on the project instruction sheet for the virtual project- You can view the JPEG or download/print a PDF from the project description. (Some projects have more than one flyer, so make sure to click on all the linked PDF's.)

-Complete the project and email your proof of completion according to the instructions on that flyer.

-Wait until your email is reviewed by the Library staff. (Depending on the circumstances, it may take up to a week for your credit to be given.) Your volunteer account will be credited with the amount of community service owed based on what you submitted.

- After emailing the project photos, you can go back to your profile and "add hours" to your account for the opportunity you just did. (You will only see this option if you **responded** to the project.) It will remain as "pending" until I approve the hours. (Or you can just wait and I will add the hours as the administrator.)

Each project has a maximum number of times you can do it. (Always refer to the instruction sheet for that specific information.) Keep in mind, we reset the clock on those maximums every season. Our seasons are: Winter (Dec/Jan/Feb); Spring (Mar/Apr/May); Summer (Jun/Jul/Aug); Fall (Sept/Oct/Nov). Some projects repeat each season, some will drop off, and others may be new and for a limited time. Always check the website to see if a project is available before doing it.

How do I print out a summary sheet for proof of my volunteer hours?

There will no longer be paperwork (binder sheets or certificates), but here's how you get the summary of what you've done so you can submit it to your teacher/advisor:

-Log into your account and In the upper right-hand corner, where it says the account holder's initials, click on the arrow next to the initials and from the drop-down menu and choose "view profile"

-Click on the blue button that says "Volunteer Resume"

-Enter the start date and end date for the time period you want the summary of hours from and click "go"

-A PDF will be downloaded showing the info which you can save and send to teachers/advisors or whoever you need to

-Page one of this summary has the Library header, volunteer name, range of dates, and it also shows a snapshot of the hours by month and by skill, how many you've responded to, and the impact value (a dollar value that gets calculated automatically- you can just ignore this)

-Page two has a summary of the volunteer opportunities by date, name, and number of hours.

Any volunteering that occurred prior to June 2023, will be entered into this new software system as a bulk number. Your paperwork containing the details on these hours will be kept in the Library's archives and are available to be photocopied for you upon request.

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