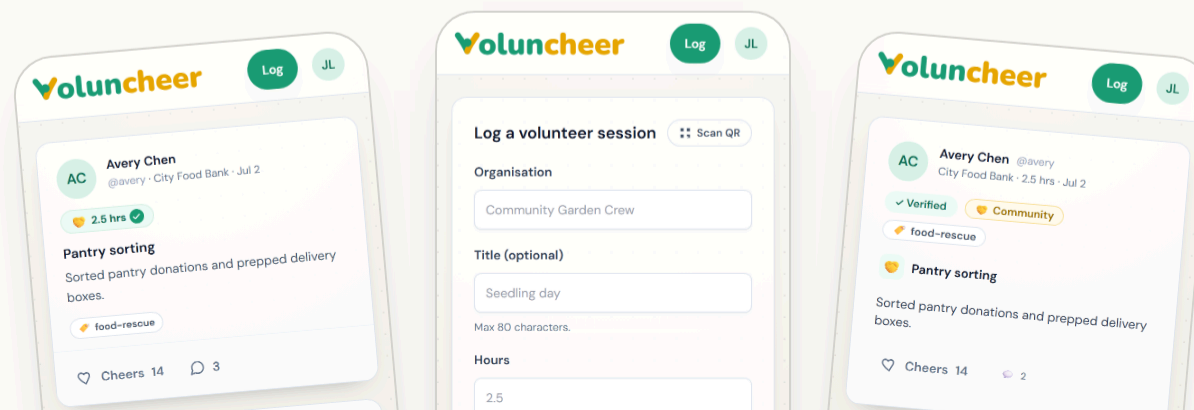




Volunteering you can see, share, and prove.

A guide for university volunteering clubs and the people who run them.
Everything you need is in here — no one has to present it to you.

SHOW UP · CHEER ON



WHY THIS EXISTS

Most volunteering disappears the moment it's over.

You spend a Saturday at a beach clean. It felt good. Six months later you're filling in a job application that asks about community involvement, and you genuinely cannot remember whether it was four hours or six, or what month it happened in.

Clubs have the same problem from the other side. A sign-in sheet gets photographed and lost. Someone volunteers once, has a great time, and never comes back, because nothing ever brought them back.

THE POINT

Both of those are fixable, and neither of them needs more admin from your committee.

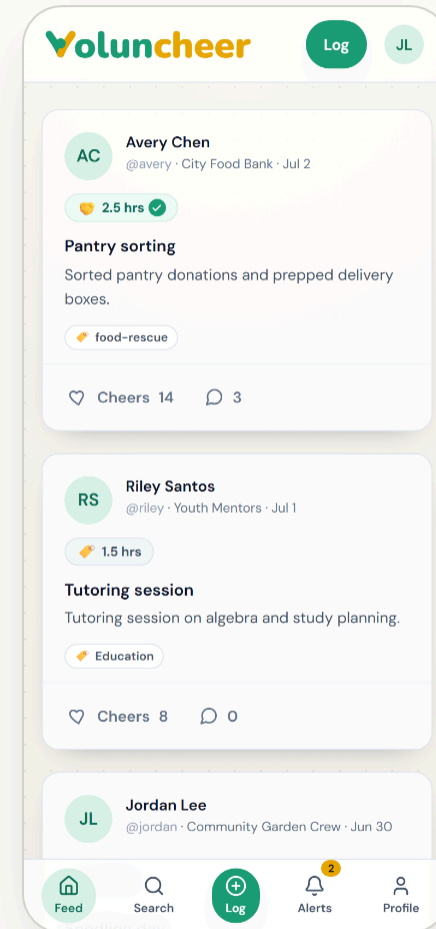
IN ONE LINE

Strava, for volunteering.

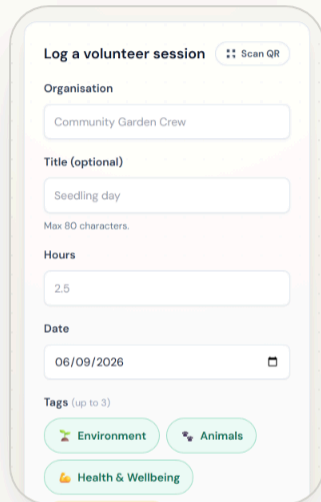
You log the volunteering you do. Your friends see it and cheer it on. The organisation you did it with confirms it actually happened, so your hours are verified rather than self-reported.

That's the whole idea. The social part is what gets people back a second and third time. The verified part is what makes the record worth something later.

We're a not-for-profit in an early pilot across Perth, starting with UWA and Curtin. It's rough in places, and your feedback genuinely changes what gets built next.



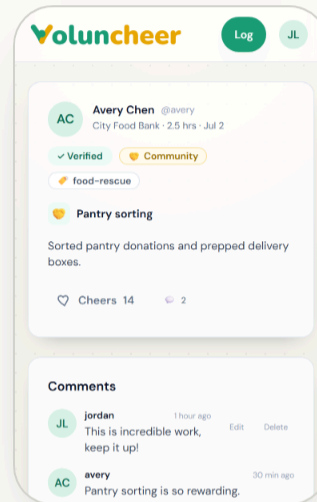
Three steps, about a minute.



STEP ONE

Log it

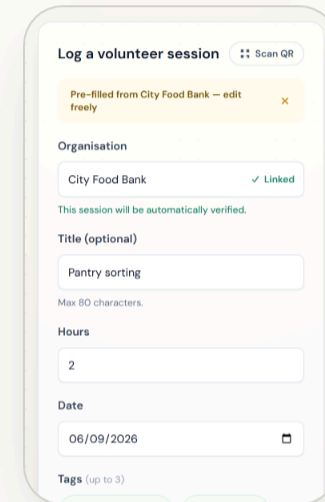
Organisation, hours, a photo. About as long as posting a story.



STEP TWO

Your friends cheer it

It lands in the feed of everyone who follows you, and they can cheer and comment.



STEP THREE

The club verifies it

Scan the QR at the sign-in table and the form arrives pre-filled, then confirmed by the club.

The rest of this deck is how to do each of those, and how to run the club side.

If you volunteer



A record you keep

Every activity is stamped with the hours, the date, and the organisation. When an employer, a scholarship form, or a visa points calculator asks what you've done, the answer is on your profile — and it stays yours after you graduate and leave the club.



A reason to go back

Volunteering is worth doing on its own. But being cheered on by people you know is what turns one Saturday into a habit, the same way it works for running.



Hours that count

An activity the organisation has verified carries more weight than one you typed in yourself. Nobody has to take your word for it.



Somewhere to look next

Search by the causes you care about and find clubs and one-off opportunities near you, instead of checking six different websites and hoping.

If you run the club



Almost no work

Set up one QR code before an event. Print it, put it on the sign-in table. People scan it instead of writing their name on a sheet. Afterwards you approve the activities in a couple of taps. That's the whole job.



Members who come back

Your events show up in members' feeds, and their friends see them. People feel noticed, which is usually the difference between volunteering once and volunteering all semester.



A second front door

Your club gets a public profile page and your opportunities appear in search. Anyone browsing causes can find you without having been at O-Week.



Reporting you don't build

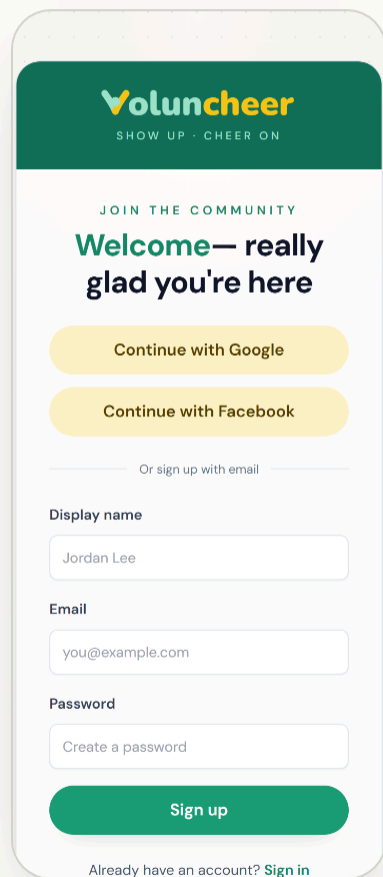
Verified hours per volunteer, totals for the semester, and a CSV export. Guild funding reports stop being an evening's work.

PART 1

Getting started

Signing up, setting up your profile, logging your first activity, and what verification means. Five slides — and you can do all of it while you read them.

Signing up takes under a minute



The image shows a mobile app sign-up screen for 'Volunteer'. At the top is a green header with the 'Volunteer' logo and the tagline 'SHOW UP · CHEER ON'. Below this is a section titled 'JOIN THE COMMUNITY' with a welcome message: 'Welcome— really glad you're here'. There are three yellow buttons: 'Continue with Google', 'Continue with Facebook', and 'Or sign up with email'. Below these are three input fields: 'Display name' (with 'Jordan Lee' entered), 'Email' (with 'you@example.com' entered), and 'Password' (with 'Create a password' entered). A green 'Sign up' button is at the bottom. At the very bottom, there is a link: 'Already have an account? Sign in'.

- 1 **Open the app in your browser.** Scan the code on the right, or use the address on the last slide. There's nothing to download and no app store involved.
- 2 **Continue with Google or Facebook.** Fastest way, and it brings your name and photo across. If you'd rather not, use the name, email and password fields underneath.
- 3 **Add it to your home screen.** Your browser's share menu has "Add to Home Screen". After that it opens like any other app — full screen, no browser bar.



Scan to sign up

Most people sign up right at the sign-in table, thirty seconds after finishing something they feel good about. It isn't a cold app-store download.

The screenshot shows the 'Step 1: Complete your profile' screen of the Voluncheer app. At the top, there are three steps: 'Step 1: Complete your profile' (highlighted), 'Step 2: Find your friends', and 'Step 3: Log your first activity'. Below the steps is a profile card with a circular placeholder for a photo labeled 'NV' and the text 'Add a photo so friends recognise you.' Below this is a 'Display name' field containing 'Jordan Lee'. Underneath is a 'Short bio' field with the placeholder text 'What kind of volunteering are you into?'. At the bottom, there is a section for 'Cause tags (up to 6)' with several selectable tags: 'Environment', 'Animals', 'Health & Wellbeing', 'Homelessness', 'Youth & Education', 'Community', 'Arts & Culture', and 'Mental Health'. At the very bottom, there is a text input field for 'Add a custom tag' and an 'Add' button.

Three screens, then you're in

First there are four quick intro screens explaining what Voluncheer is for — tap through them or hit Skip. Then the setup itself. Nothing is locked, so you can skip a step and come back.

- 1 Complete your profile.** Display name and a photo. Under that is **Your handle**, picked for you and how people find you — change it now or later, so don't agonise. Then a short bio and your causes, up to six, which is what your suggestions get based on.
- 2 Find your friends.** Follow a few people you know. This is the step that makes the whole thing work, because an empty feed is a boring feed. There's a share button here that copies an invite link — easiest way to get the rest of your committee on at once.
- 3 Log your first activity.** It drops you straight into the form on the next slide. Use something you already did, even months ago — the date is editable.

Log a volunteer session Scan QR

Organisation

Community Garden Crew

Title (optional)

Seedling day

Max 80 characters.

Hours

2.5

Date

06/09/2026

Tags (up to 3)

Environment Animals

Health & Wellbeing

Homelessness

Youth & Education

Community Arts & Culture

Mental Health

Add a custom tag Add

Who can see this post

Logging an activity

Tap the green **+ Log** button in the bottom bar from anywhere in the app.

- 1 Organisation.** Start typing and pick the club from the list. This one matters: choosing the registered organisation is what lets them verify your hours. If the club isn't on Voluncheer yet, type the name anyway — it still counts, it just won't carry a verified badge.
- 2 Title, hours and date.** Title optional, hours in half-hour steps. The date defaults to today, so change it to when the volunteering actually happened. That's how you backfill things you did before joining.
- 3 Tags.** Up to three causes, from the suggestions or your own. Tags are how people find your activity in search.
- 4 Visibility, description, photos.** Visibility is per post, so one activity can be followers-only without changing your whole account. Up to three photos, and the description takes **@** to mention someone who was there with you.

THEN

Post. It's in your friends' feeds immediately.

Log a volunteer session Scan QR

Pre-filled from City Food Bank — edit freely

Organisation

City Food Bank ✓ Linked

This session will be automatically verified.

Title (optional)

Pantry sorting

Max 80 characters.

Hours

2

Date

06/09/2026

Tags (up to 3)

Environment Animals

Health & Wellbeing

Homelessness

Youth & Education

Community Arts & Culture

Mental Health

At an event, skip most of that

This is the fast path, and the one clubs care about.

- 1 **Scan the club's QR code** with your phone camera, or from the **Scan QR** button at the top of the log form. It's usually printed and sitting on the sign-in table.
- 2 **The form arrives pre-filled.** A banner reads *Pre-filled from [club] — edit freely*, the organisation shows as **Linked**, and the opportunity name, hours and cause tags are already set.
- 3 **Add a photo if you want, then post.** That's it.
- 4 **It comes back verified.** Depending on how the club set the code up, it's verified instantly — the form says so before you post — or it lands in their queue for approval.

WHY IT MATTERS

Scanning is faster than writing your name on a sheet, so people actually do it — and the club ends up with a better record than the sheet ever gave them.

THE BIT THAT MAKES IT WORTH SOMETHING

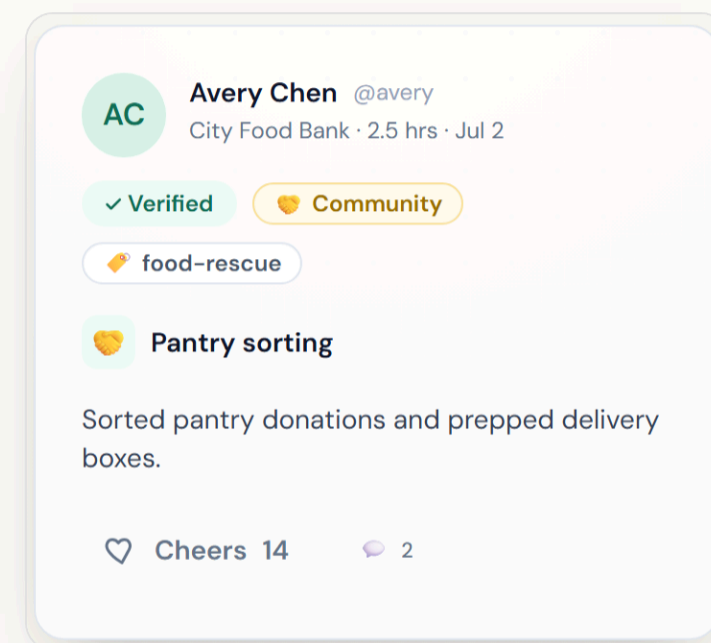
What “verified” actually means

Log an activity and link a real organisation, and it shows as **pending**. Someone on that club's committee sees it in their dashboard and approves it, and your activity picks up a verified badge.

Anyone looking at your profile can tell the difference between hours a club confirmed and hours you typed in yourself. That's the point — it's what makes the record worth putting in front of an employer.

FASTER PATH

If the club's QR code has auto-verify switched on, this happens the moment you post. Nothing to wait for.



A verified activity. The badge sits next to the cause tags, on the post and in the feed.

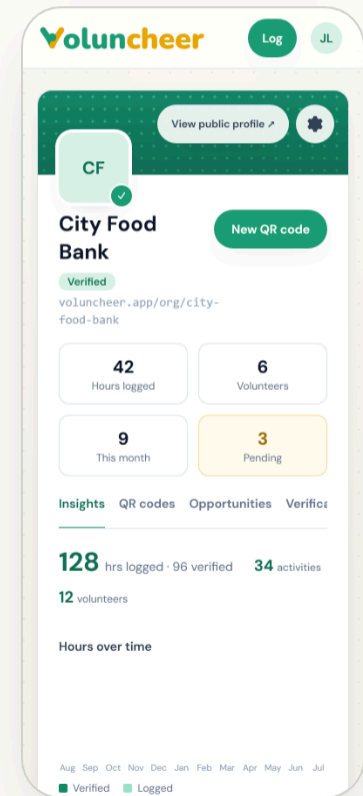
PART 2

Running your club on Voluncheer

For committee members with admin access. Setting up your page, listing what's on, making QR codes, and approving hours. Five slides, and the one after them is worth keeping.

Everything lives on one page

Your club has been set up and you've been added as an admin. Open it from your profile — here's what you're looking at.



1 The numbers up top

Hours logged, volunteers, activities this month, and how many verifications are waiting on you.

2 Insights

The same picture over time and by cause, plus your top volunteers and a CSV download.

3 QR codes

Every code you've made, live or expired.

4 Opportunities

What you've got listed publicly.

5 Verification

Activities waiting on your approval, with the count in the tab label.

6 Certificates

Recognition you can issue a volunteer, which they download as an image.

7 Team

Who else has admin access. Add a second person before you need to — committees turn over.

8 View public profile

Top right. What everyone else sees. Check it after you edit anything.

Settings

Back to dashboard

City Food Bank

Logo

C

Upload

Name

City Food Bank

Your public URL stays /o/city-food-bank—renaming won't break links you've already shared.

Bio

Providing meals and groceries to families across the city since 2018.

69/500

Website

https://cityfoodbank.org

Location

Melbourne, VIC

Causes (up to 3)

Environment

Animals

Health & Wellbeing

Homelessness

Fill this in first

Your club → Settings. This is your public page. It's the first thing to do and the thing most clubs skip.

- 1 Logo.** A page without one looks abandoned, and it's the only thing shown next to your name everywhere else in the app.
- 2 Name and bio.** Two or three sentences on who you are and what you actually do. Write it for a first year who has never heard of you.
- 3 Website, location and cause tags.** The website is where you send people who want the full story. Location and tags decide which searches you turn up in, so pick tags people would actually type.
- 4 Team.** Further down the page. Invite the rest of your committee here, so approvals don't sit on one person.

Do this before you share your club's link anywhere. A finished page converts; an empty one doesn't.

New opportunity
List a volunteering opportunity so people can discover it and mark interest.

Title
Weekend pantry sorting

Description (optional)
What volunteers will be doing
0/2000

Tags (up to 3)

Environment Animals
Health & Wellbeing
Homelessness
Youth & Education
Community Arts & Culture
Mental Health

Add a custom tag Add

Location (optional)
Melbourne, VIC

Put what's on in front of people

Your club → Opportunities → New.

- 1 Title and description.** What it is, who it's for, what to bring or expect. This is a listing, not a poster — plain and specific beats clever.
- 2 Cause tags.** One to three. Same as your club's tags: they decide who finds it.
- 3 Location, start and end time.** Fill these in even for a recurring thing — people filter on them.
- 4 External link.** Optional. Already running sign-ups through a Google Form or your own site? Put it here and Voluncheer sends people straight there.
- 5 Publish.** It appears on your public page and in search. Followers get notified, and people can tap **I'm interested**, so you have numbers before the day. Close or reopen it from the same list.

New QR code

Create a QR code for a specific volunteering opportunity. Volunteers scan it to pre-fill their activity log.

Opportunity name

Pantry sorting

This pre-fills the activity title when volunteers scan.

Tags (up to 3)

Pick a suggestion or add your own labels (e.g. "Weekend", "Beginner friendly"). These pre-fill the volunteer's activity when they scan.

Environment Animals

Health & Wellbeing

Homelessness

Youth & Education

Community

Mental Health

Add a custom tag

Hours

2.5

The fixed hours volunteers get for this code

☐ Automatically verify activities from this code

WHAT YOU PRINT

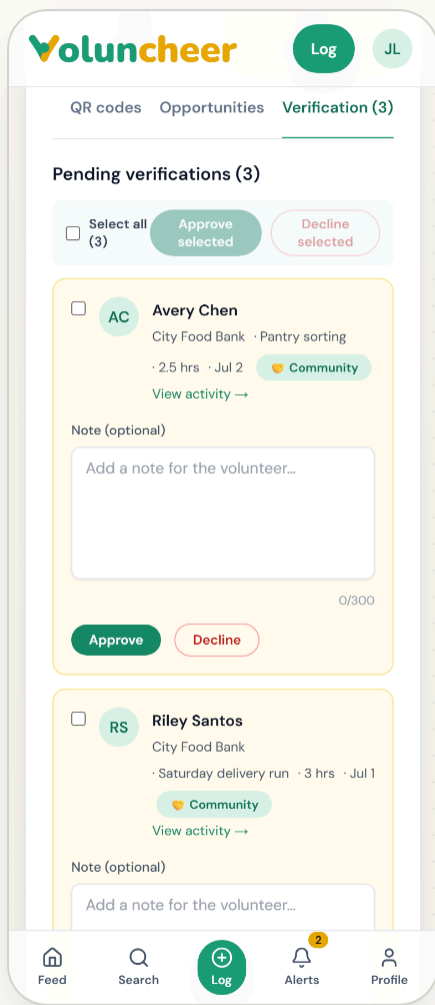


The sign-in table code

Your club → QR codes → New. The highest-value thing in this deck. Do it once and event sign-in stops being your problem.

- 1 Opportunity name.** What volunteers see as their activity title. "Tuesday food bank shift", not "Shift".
- 2 Cause tags and hours.** Both get baked into every activity logged through this code. Hours are fixed, so use the length of the shift.
- 3 Auto-verify.** Off by default, so scanned activities still reach your queue. Turn it on for a regular shift where you trust who turns up; leave it off for a big public event you'd rather check.
- 4 Save, then hit Print or download poster.** A4 on the sign-in table works. So does a phone screen if you're outdoors.

Codes can be deactivated and reactivated any time, and you can duplicate one to make next semester's without filling the form in again.



Two taps, once a week

Your club → Verification. The tab carries a count, so you know without looking.

- 1 You'll see Pending verifications and a number.** Each row is one volunteer's activity — who, what, how many hours, and when.
- 2 Tick the ones you recognise, then Approve selected.** You can clear a whole event's worth in one go with **Select all**.
- 3 Or handle them one at a time,** with Approve and Decline on each row, and an optional note back to the volunteer if something looks off.
- 4 Approving stamps the activity as verified** and notifies the volunteer. Declining doesn't delete anything — the hours just stay self-reported.

RULE OF THUMB

Set the QR up before an event, clear the queue after it. If that's the only thing you ever open, your club still gets almost all the value.

The rest of the app

Some of this is new and still rough. There's a feedback button on every screen and it goes straight to us.

SOCIAL

- A feed of people you follow, plus a discovery feed
- Cheers and comments on any activity
- @mentions of other volunteers
- Private or followers-only accounts, and per-post visibility
- Follow requests, if your account is private
- Notifications, including push to your phone

YOUR RECORD

- An Impact tab with your totals and milestones
- Certificates issued by clubs, downloadable as an image
- Share cards that turn an activity into an Instagram story
- Verified badges on anything a club confirmed
- A CSV export of everything you've logged

FINDING THINGS

- Search across people, activities, clubs and opportunities
- Browse by cause tag
- Public club pages that work without an account
- Follow a club to hear when they post something new
- "I'm interested" on an opportunity

Three things, five minutes

1 Make your profile

Scan the code, sign up, finish the setup screens. Add a photo — it makes a real difference to whether people follow you back.

2 Follow your club

Search your club's name and hit Follow, so you see what's on and your activity shows up alongside everyone else's.

3 Log one activity

The last thing you volunteered at, even if it was months ago. Hours, date, done. It's the step people put off, and the one that makes the rest of it make sense.



Scan to sign up

[volunteerapp](https://volunteerapp@gmail.com)

Questions, problems, ideas

If something's broken or confusing, the feedback button inside the app is the fastest way to tell us, and it reaches a person. For anything about setting up your club, getting admin access, or partnering with us properly:

 volunteerapp@gmail.com

We're a not-for-profit and we're early. If you tell us something's wrong, there's a decent chance it changes.

