



St. Jude Children's  
Research Hospital

Finding cures. Saving children.

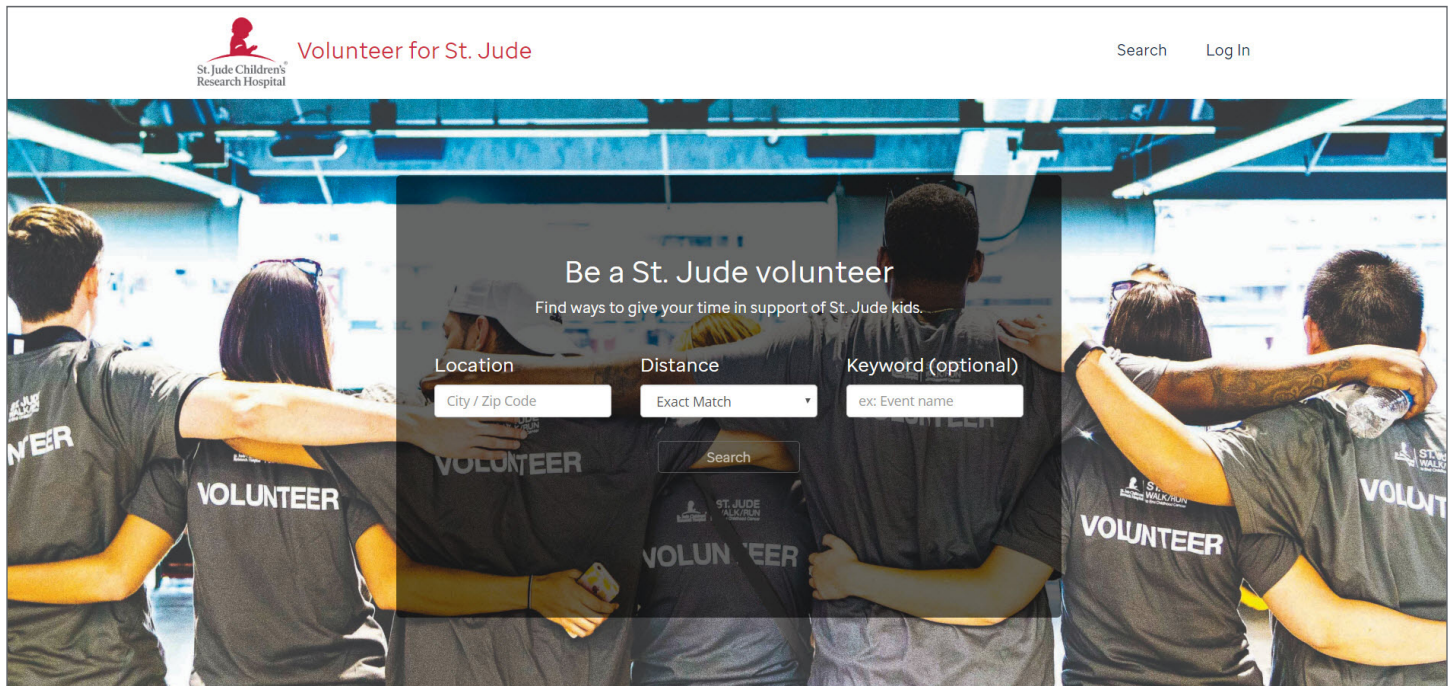
# Welcome

## St. Jude.org Volunteer Portal—New Volunteer

Welcome to the ALSAC/St. Jude Children's Research Hospital® Volunteer Portal. Our portal allows you to sign up for events and manage your volunteer hours.

# Getting Started

Visit <https://volunteer.stjude.org> to begin looking for a volunteer opportunity.



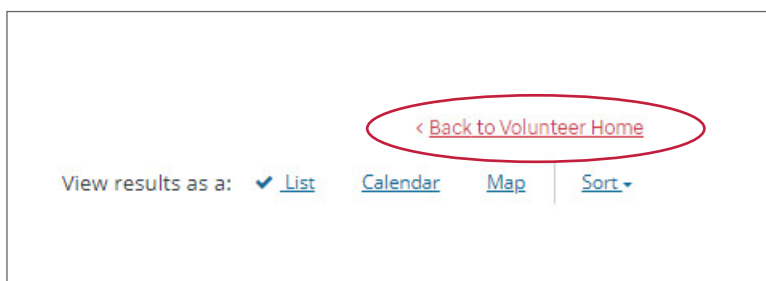
You must sign up for an event prior to setting up a profile.

- 1 Click the **Location** field, and type the name of the city or ZIP code where you would like to volunteer.
- 2 Click the down-arrow in the **Distance** field and select a desired distance.
- 3 Click **Search**.
- 4 The portal will return a list of volunteer opportunities in the requested area.
- 5 If no opportunities are listed, select the **Back to Volunteer Home** hyperlink located at top right of the screen to start over.

Narrow your search by typing a keyword in the **Keyword** field.

Example keywords include:

- Dream Home
- Dinner
- Golf





## Refine a Search

To search for a specific opportunity, refine your search by using the **Request a New Search** menu located on the left side of the screen:

- 1 Select **Hide full opportunities** to show available opportunities in the requested area, the city or the ZIP code you want to volunteer in.
- 2 Use the **+** symbols to expand filters:
  - **Interests**
  - **Event Type**
  - **Skillset**
  - **Location Type**
- 3 Once expanded, check a box within a filter to narrow your search or change the location.
- 4 You may also change the location from your initial request from this menu.

St. Jude Children's Research Hospital Volunteer for St. Jude

Request a New Search

Keywords

Hide full opportunities

Interests -

- Clean-up
- Event Raffle
- Interacting with donors and guests
- Pre-event Prep
- Task oriented

Event Type +

Skillset +

Location Type +

Location

memphis Distance ▾

## Selecting an Opportunity

Once you have narrowed your search to meet your volunteer needs, select an opportunity. A detail screen will show a description of the opportunity purpose, key responsibilities, required skills, training requirements and minimum age. Scroll to view available shifts.

**Note:** Use the **Back to Search Results** hyperlink located at the top right of the screen to return to the **Opportunity search** screen.

- 1 Locate the desired shift from the list.
- 2 Click the red **Sign-up** button to the right of the desired shift.
- 3 For new volunteers to the site, click **New Volunteer**.

Schedule Slots

1 Schedule Slots available! [hide schedule slots](#) [Show in Calendar](#)

**FEB** Greeter 1 opening

**22** 5:00 pm - 8:45 pm **Sign Up**

FRI Address: 501 St. Jude Place Memphis, TN 38105 [more ▾](#)

Contact Info: Verushka Wilson (901) 578-2450

Showing all results.

[see more](#)

# New Volunteer – Create a Volunteer Profile and Add the Opportunity

Once you select a volunteer opportunity, you will be prompted to create a profile.

**Note:** The screen will display the role you want to volunteer for at the top of the screen.

- 1 Type all information in the corresponding text fields.
- 2 All fields with a red asterisk (\*) must be completed.
- 3 Scroll to complete the form.

\*Email

\*Password

\*Verify password

Email requirements:

- ✗ valid format
- ✗ minimum of 6 characters

Password requirements:

- ✗ has a special character (e.g., \$, &, !, etc.)
- ✗ has a capital letter
- ✗ has a number
- ✗ doesn't match username
- ✗ has a lowercase letter
- ✗ cannot contain password or stjude
- ✗ minimum length of 10

Please click to read and accept in order to proceed

[Waiver agreements](#)

St. Jude Children's Research Hospital

Volunteer for St. Jude

Signing up for:

 Ticket Office Processor  
Monterey, California

Please complete the application below to finish signing up for this opportunity

[Waiver agreements](#)

- 4 Click **Waiver Agreements** to open the Release and Waiver of Liability page.
- 5 The Release and Waiver of Liability details:
  - a. Volunteer Code of Conduct and Ethics
  - b. Waiver and Release
  - c. Insurance
  - d. Assumption of Risk
  - e. Background Check
  - f. Photographic Release
  - g. Change in Circumstances
  - h. Donation Handling
- 6 Read the waiver in its entirety to make an informed decision.

7 To agree, click the checkbox next to the request to agree.

8 Click **Submit Application**.

9 The system will review your profile for accuracy, returning confirmation of the profile creation and volunteer opportunity.

10 Exit the Volunteer Portal or click **Volunteer Dashboard** to personalize your profile.

St. Jude Children's Research Hospital

Volunteer for St. Jude

Hello, McKenna

[Dashboard](#) [Logout](#)

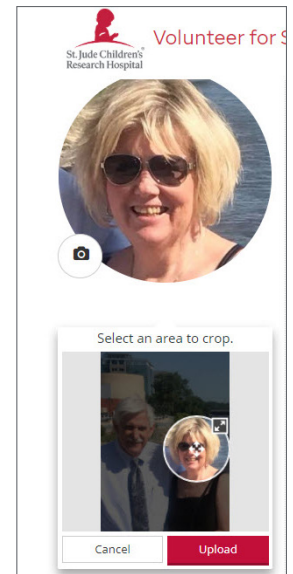
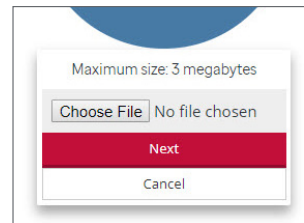
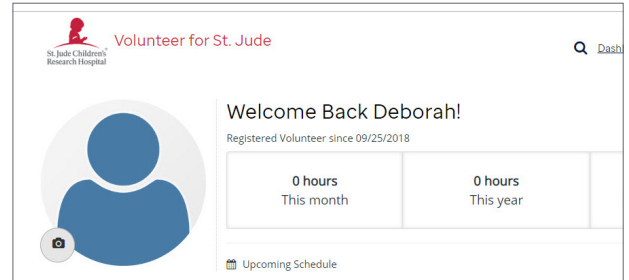
Thank you for registering as a volunteer!

✔ Opportunity Sign Up Successful: Ticket Office Processor  
Scheduled successfully!

[Volunteer Dashboard](#)

# Add a Profile Picture

- 1 Log into your profile using the login information you used when initially creating your profile.
- 2 Click the camera icon adjacent to the picture silhouette.
- 3 Click **Choose File** to upload a profile picture.
- 4 Choose a photo, then click **Next**.
- 5 Use your mouse and the cross-hatch symbol in the picture to refine your picture placement.
- 6 Click **Upload**.



# Update Profile

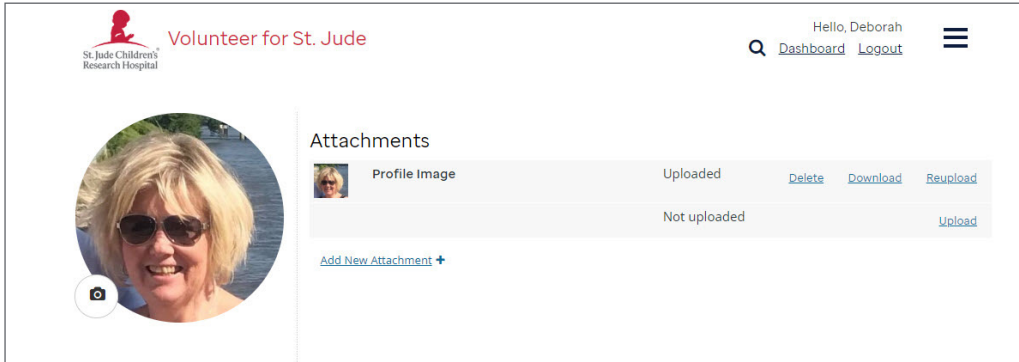
Easily update your profile, and/or add attachments – like a resume or certification – to become involved in other potential volunteer opportunities.

- 1 Select the **Edit Profile** hyperlink below your profile picture.
- 2 Update information previously not provided, i.e., languages, and affiliations.
- 3 Scroll to complete the form and submit updates.
- 4 Exit the Volunteer Portal or click **Volunteer Dashboard** to personalize your profile.

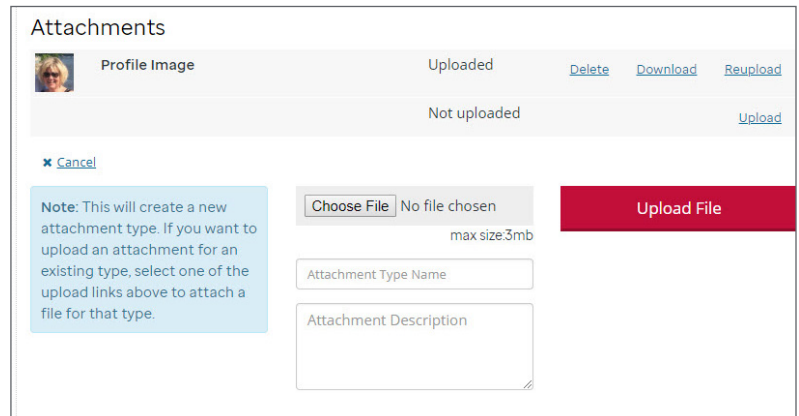
A screenshot of the 'Personal Information' form in the 'Volunteer for St. Jude' portal. The form has a header with the St. Jude logo and the text 'Volunteer for St. Jude'. Below the header, there's a section for 'Personal Information'. It includes fields for 'Salutation', 'First name' (with 'Deborah' entered), 'Middle Initial', and 'Last name' (with 'Freese' entered). There's a blue box with text: 'ALSAC and St. Jude's missions embody the parable of the Good Samaritan and principles of non-discrimination; volunteers of all backgrounds, regardless of race, color, religions, sex, national origin, age, sexual orientation, disability, veteran status, genetic information, or other protected status.' Below that, there are fields for 'Date of Birth' (12/28/1960), 'Please indicate your ethnicity' (Prefer Not to Answer), and 'Gender' (Female). There are also fields for 'Employer' (Other (add below)) and 'Group/Organization'. A section for 'What languages do you speak?' has a text input field with 'Type language name here'. At the bottom, there are sections for 'Dutch', 'Speak', 'Read', and 'Write', each with radio buttons for 'Basic', 'Conversational', and 'Fluent'.

# Attachments

- 1 Click the **Attachments** hyperlink located below your profile picture.
- 2 Select the **Add New Attachment** hyperlink.



- 3 Follow the instructions on the screen to upload documents such as:
  - a. Medical Certifications
  - b. Resume
  - c. Professional Certifications



- 4 Be sure to title the attachment and provide a short description of the file, i.e., CPR Certification.

## SUCCESS!

By volunteering your time and skills, you're helping ensure that families never receive a bill from St. Jude for treatment, travel, housing or food – because all a family should worry about is helping their child live.