

St. Vincent de Paul VolunteerMatters Quick Guide - Volunteer

Family Group Sign Up

VolunteerMatters allows a parent or guardian to register a child under 18 for volunteer opportunities on their behalf. This means your child can have a confirmed assignment without needing their own email address or portal account. You manage the sign-up and sign any required agreements — your child shows up ready to serve.

This option is available when signing up through a **Group Sign-Up link** shared by your Group Leader (for example, a family group, scout troop, or youth program coordinator). Your Group Leader, which could be yourself, registers first. Then you can use the special link generated to register your family members.

Creating a Group for Your Family

1. Log into VolunteerMatters with your existing account.
2. Find the project then shift you'd like to sign up for.
3. Enter the number that will be attending, including yourself, then click "Sign Up."

⌚ Work a Shift

Meal Server - Families

Set up dining room, greet volunteers, plate food on the hot lunch line, bus tables, assist at salad bar, and clean the dining room. Volunteers will be serving the families who dine with us.

This opportunity is not available to volunteers who are completing community service hours to satisfy court-ordered and probation requirements.

Shift

3:30 PM - 6:30 PM. Thursday, Aug 13, 2026

Minimum Age

9

How Many?

We need 20.

How many will be attending? ➔

3 ✓

Group Sign-Ups are allowed for this project. If you are bringing additional volunteers, please indicate the total number of those attending, including yourself.

Comment

Comments may be visible to other volunteers.

Volunteering on behalf of

-- None --

↶ Cancel
Sign Up ➔

📁 Family Evening Meal Program

Main Campus

Serve meals to families in need.

SVDp's Family Dining Room is a thriving place where families experiencing financial and food insecurity can come for a hot, nutritious meal and a supportive community.



📄 Project Page

2120 South 3rd Drive
Phoenix, Arizona 85003
United States

Community Partners

Next Phase Enterprises

Goals

Bellies and hearts are filled through our Family Dining Room where hundreds of nourishing, hot meals accompany our hospitality every day.

Focused on removing educational barriers and bolstering academic support for students from low-income and disadvantaged families, the

4. Click on the group link or copy the link and paste it into a new window.

 Work a Shift



Hooray! You have been successfully assigned to this need.
Tell your friends:





Action Required: Register Your Group or Family Members

Share this link with your team so they can register for this project as part of your group or family. You can also use it to add your minor children.

👉 **Click or share this link to get started:**

<https://svdpaz.test.volunteermatters.org/volunteer/groups/aGB9AqX3fSDCpY0tZKOQsyA>

 Copy



Be sure to take a look at the "My Group" section on this page, to view, manage, and track all group or family members.

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5. Choose the “On Behalf of a Minor” to sign up for your minor children.

NOTE: If your partner, spouse, or adult child is volunteering with you, share the group sign up link with them. They will select “Myself” and sign up for your group.

Volunteer Sign-Up!



You've been asked to sign up as part of a group

Please review the information below to continue the sign-up process.



Work a Shift

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I wish to sign up:

Myself

or

On Behalf of a Minor *

* for whom I am the parent or legal guardian



6. Since you're already logged in, you should see your information pre-populated on the top of the page. Fill in the information of the first child you are registering for the shift. Click "Continue" once you've filled in their information.

Parent or Legal Guardian

Parent or Guardian Name

Sophia Hopwood

Email

sophia@volunteermatters.com

Mobile

(203) 444-4444

Birth Date

Oct 16, 1999

Minor Volunteer

Name

First

*

Middle

Last

*

Suffix

Nickname

Birth Date

YYYY-MM-DD

*

Why we need this: Birth date helps identify the volunteer, ensure eligibility for certain roles, and determine if parental consent is needed.

Parent or Legal Guardian

☐ I am the parent or legal guardian of this volunteer

*

< Back

Continue

- If you haven't already done so for your child, you'll be asked to sign a few agreements on their behalf.

You're almost done
We need you to read and accept the following agreements on behalf of the volunteer in order to proceed.

Verification of Volunteer Hours Policy

Statement

SVDp is a great place to complete required hours.

Check-in and check-out:
If you are completing hours that require a verification letter from SVDp, remember to **check in** and **check out** before and after every shift. We do **NOT** verify volunteer hours that do not have recorded check in and check out times.

Court-ordered and probation volunteers:
If you are completing community service to satisfy a court order or probation requirements, you must meet the following requirements:

- Complete the Application for Court-Ordered and Probation Volunteers. You can do this in the online volunteer portal, or by contacting volunteer@svdpaz.org. Complete our Volunteer Orientation. The orientation will be assigned to you after we review your application and we determine that you are eligible to volunteer for us.

We will **NOT** verify to the courts any volunteer hours completed before we review your application.

We do not accept citations/charges that involve any form of assault, sexual assault, or violence.

Requesting an official verification letter:
If you are completing hours for an organization that does not require an official verification letter from SVDp, you may access and print your volunteer record by logging in to our volunteer portal.

If you need an official letter of verification from SVDp to validate completion of volunteer hours, please contact volunteer@svdpaz.org or submit the online Request for Verification Form, available in the volunteer portal.

8. Click "Continue" once you've signed the agreements on behalf of your child.

SAFE Environment

Supporting a SAFE Environment at St. Vincent De Paul:

Supportive
Everyone will be helpful, encouraging, and uplift others

Aware
Everyone stays alert to potential risks and respects boundaries

Friendly
Everyone will give equal treatment and inclusivity while promoting kindness and respect

Empowered
Everyone feels confident to speak up, take initiative, and ensure safety

Statement

I agree to maintain a **SAFE** Environment at St. Vincent de Paul.

☒ Parent/Guardian Agreement

Cancel

Continue

9. Congrats! You've successfully signed up for your child! Click "Start Again" if you need to register another child.

 Work a Shift



Hooray! Jimmy has been successfully assigned to this need.

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Start Again 

Signing Up a Minor for a Group – If You Are Not Logged In

If you don't have a VolunteerMatters account, or if you're not currently logged in, follow these steps:

1. Visit the group sign-up link.
2. Click the **On Behalf of a Minor** button.
3. A registration form opens. Enter your own information as the parent or guardian (including your email address), then fill in the minor's information in the section provided. Click **Continue**.
4. A screen will inform you that a **verification email** has been sent to the email address you entered. Check your inbox and click the verification link in that email and sign the necessary agreements for your child.

Confirmation

After a successful sign-up, a confirmation email will be sent to the parent or guardian's email address with the assignment details, including a **Confirmation Code for check-in**. Your child will need the confirmation code included in the confirmation email to check in and check out of the volunteer kiosk, so please make sure you save the confirmation email that pertains to the child's shift reservation.