

# ONLINE VOLUNTEER MANAGEMENT FOR MATH DAY

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### MOTIVATION

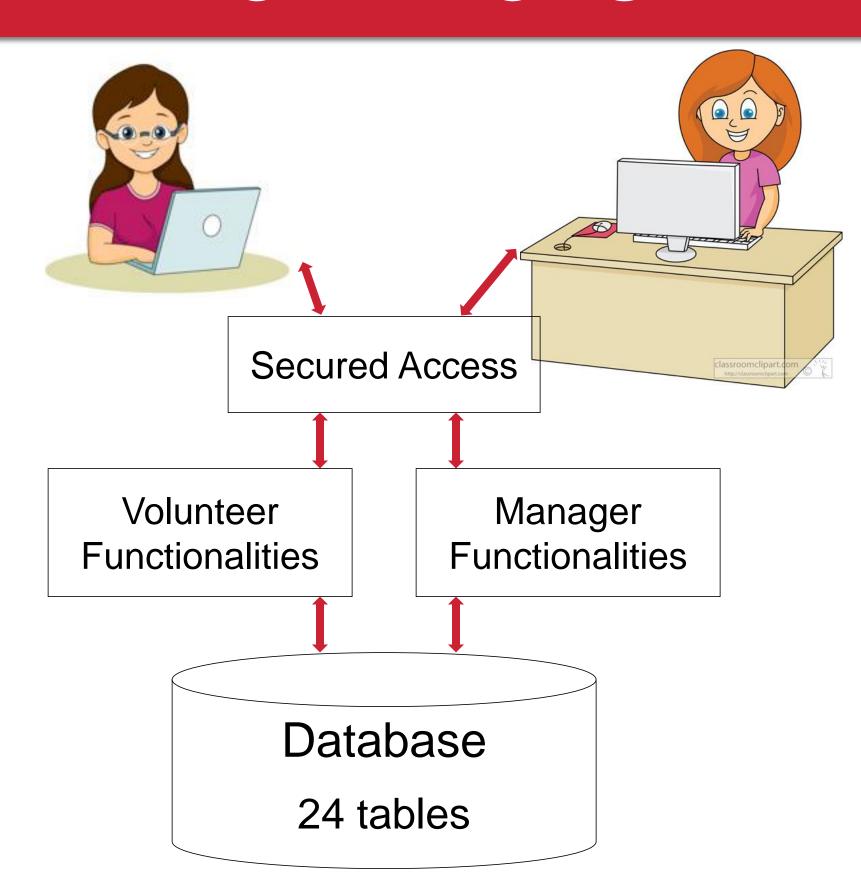
Math Day is a major outreach and recruiting event organized by UNL's Center for Science, Mathematics, & Computer Education (CSMCE) and Math Department. It brings over 1,500 high school students from across Nebraska to compete for scholarships to UNL.

The Math Day manager recruits over 300 volunteers to run the day-long event. She collects volunteer personal and contact information, time availability, signed legal forms, etc., then assigns each volunteer to one or more tasks depending on their availabilities and status (undergraduate student, graduate student, staff member, etc.). The amount of information to handle is staggering.

Our goal is to provide a flexible and robust online system to support data collection (task specifications and volunteer applications), volunteer management, and task assignment.

The system was first deployed in Sept. 2017.

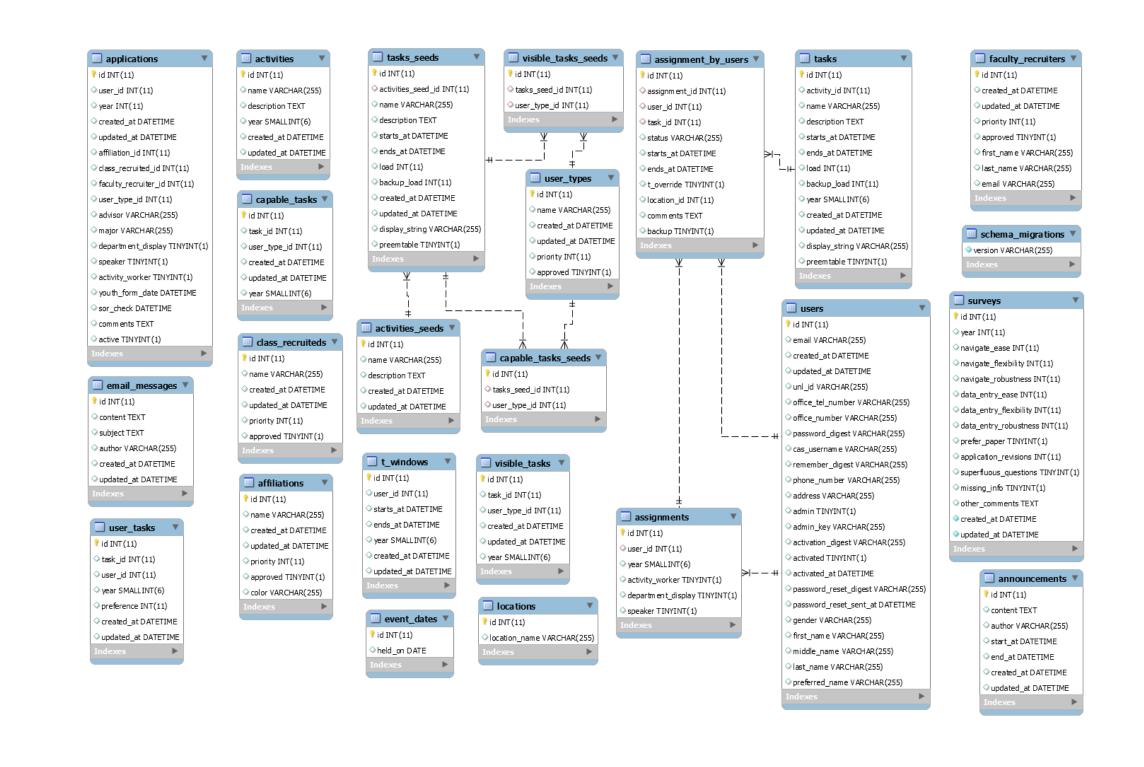
## ARCHITECTURE



Year	Volunteers	Tasks
2017	381	
2016	258	42 unique tasks that need
2015	283	volunteers
2014	326	

#### DATABASE

The information is stored in a secure database.

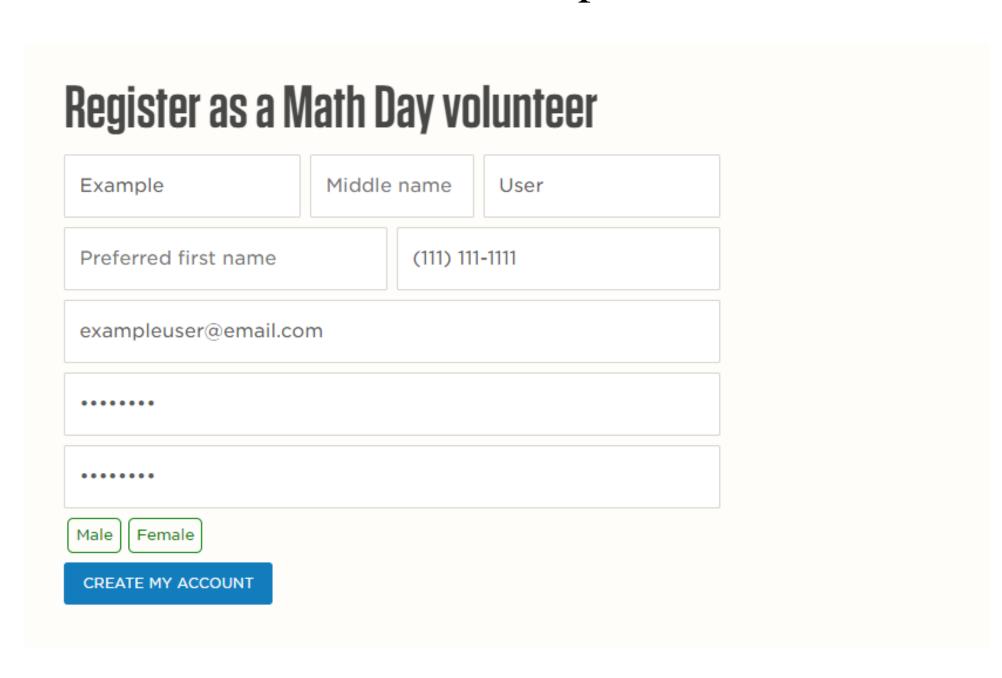


#### **USER SIGN-UP**

Below is the home page of the website. It allows existing users to login and new users to register on the site.



To register, users must enter their name, phone number, email address, and password.

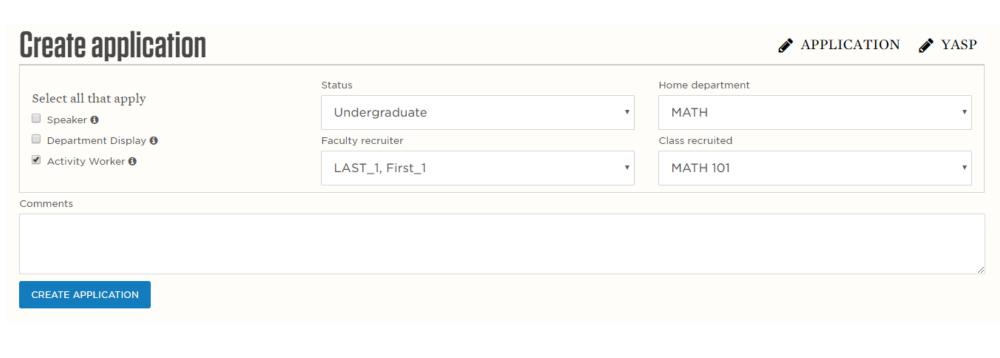


An email is then sent to the user to confirm their email address and activate their account.

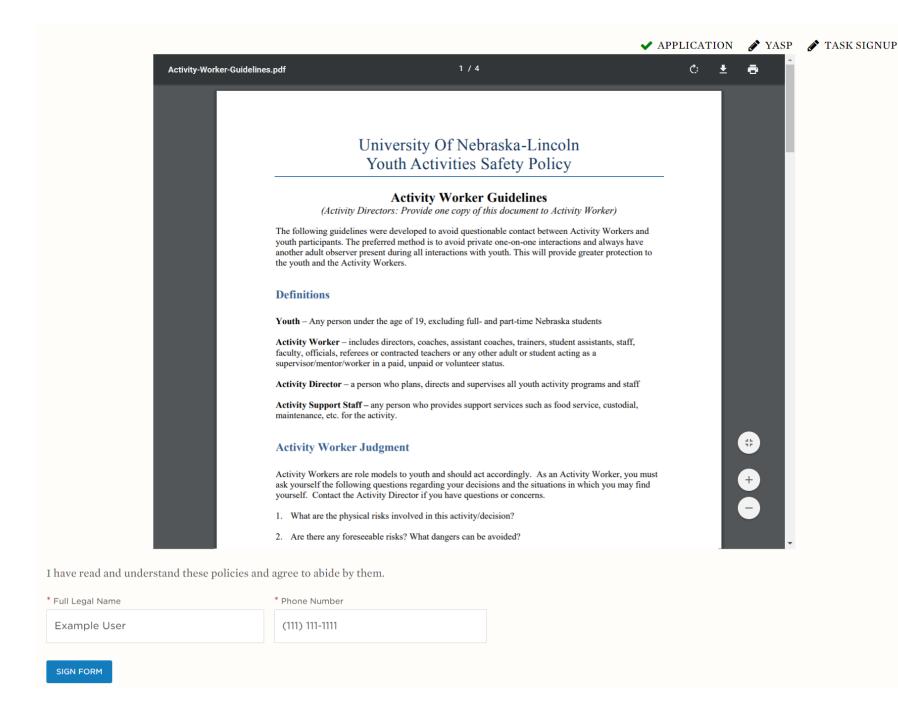
## USER SIGN-UP cont'd

Users can then create their application. Here, they provide their status and their home department.

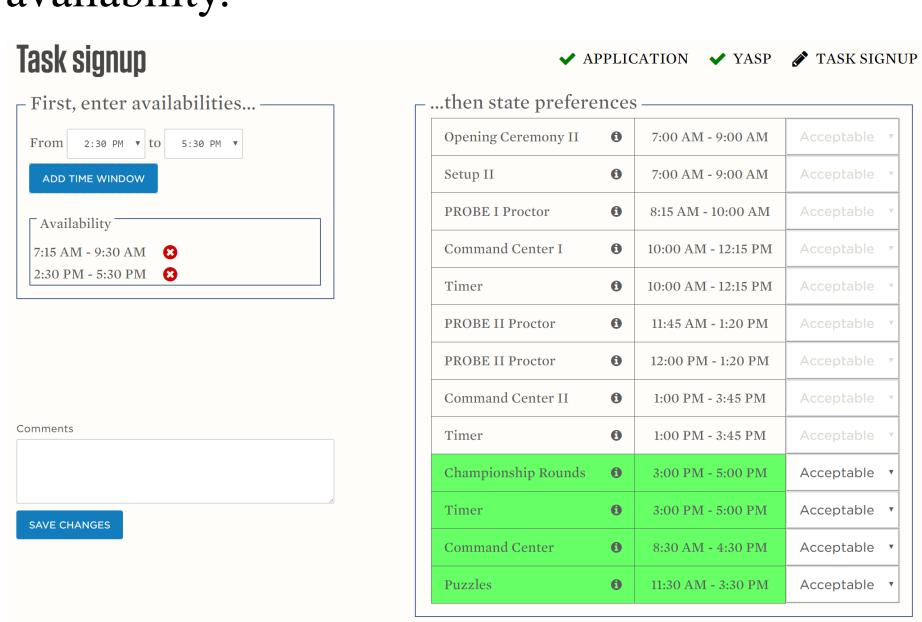
Undergraduates can enter their math class and professor (for possible extra credit in that class.)



All users are required to read and sign a Youth Activities Safety Policy (or YASP) form.



Next, users enter time windows when they are available. A list of tasks unique to their status is displayed. They can state preferences for tasks they wish to perform. Tasks highlighted in green indicates that it matches their time availability.



Once users enter their preferences, their application is complete. It can be updated by the user at any time.

# ADMIN FUNCTIONS

Several admin pages are provided for the Math Day manager to review applications and other data.

The **Activities** page allows the manager to enter new tasks and activities, specifying start/end times, the number of volunteers needed, status required, etc.

Activities							
			+ ADD ACTIVITY	+ ADD TASK			
TIMER 🥕 î		DESC.	STARTS	ENDS	LOAD	BACKUP LOAD	ACTION
AM Timer			10:00 AM	12:15 PM	24	6	<b>∂</b> û
PM Timer			1:00 PM	3:45 PM	24	6	P 🗊
Championship Round Timer			3:00 PM	5:00 PM	3	3	ø û
MODERATOR 🧪 🗓		DESC.	STARTS	ENDS	LOAD	BACKUP LOAD	ACTION
AM Moderator			10:00 AM	12:15 PM	24	6	P 🗓
PM Moderator			1:00 PM	3:45 PM	24	6	P 🗓
Championship Round Moderator			3:00 PM	5:00 PM	3	3	<b>∂</b> 🗓
AM VAN DRIVER 🧨 🗓		DESC.	STARTS	ENDS	LOAD	BACKUP LOAD	ACTION
AM Van Driver			6:45 AM	9:00 AM	3	3	
AM Van Driver Coordinator			6:45 AM	9:00 AM	1	1	<b>∂</b> 🗓
PM VAN DRIVER 🥕 📵		DESC.	STARTS	ENDS	LOAD	BACKUP LOAD	ACTION
PM Van Driver			2:00 PM	5:30 PM	2	2	<b>∂</b> 🗓
PM Van Driver Coordinator			2:00 PM	5:30 PM	1	1	<b>∌</b> ⊞
SETUP 🥜 📋	DESC.	STARTS	END	s L	DAD E	BACKUP LOAD	ACTION
SetUp Worker		7:00 AM	9:00	0 AM 1	5 1	10	<b>∂</b> 🗓

The **Recruiters** page shows the manager the list of Math faculty recruiters.

Note: Data is sanitized to preserve privacy.

Search	ALL	NAME	EMAIL	ACTI
Name		Last_1, First_1	Recruiter_1@email.com	€
Columns		Last_2, First_2	Recruiter_2@email.com	€
		Last_3, First_3	Recruiter_3@email.com	€
✓ Name		Last_4, First_4	Recruiter_4@email.com	€
<ul><li>✓ Email</li><li>✓ Active</li></ul>		Last_5, First_5	Recruiter_5@email.com	€
Active Row		Last_6, First_6	Recruiter_6@email.com	€
SUBMIT		Last_7, First_7	Recruiter_7@email.com	€
		Last_8, First_8	Recruiter_8@email.com	€
		Last_9, First_9	Recruiter_9@email.com	€
		Last_10, First_10	Recruiter_10@email.com	€
		Last_11, First_11	Recruiter_11@email.com	€
		Last_12, First_12	Recruiter_12@email.com	€
		Last_13, First_13	Recruiter_13@email.com	€
		Last_14, First_14	Recruiter_14@email.com	€
		Last_15, First_15	Recruiter_15@email.com	€
		Last_16, First_16	Recruiter_16@email.com	€
		Last_17, First_17	Recruiter_17@email.com	€
		Last_18, First_18	Recruiter_18@email.com	€
		Last_21, First_21	Recruiter_21@email.com	€
		Last_22, First_22	Recruiter_22@email.com	€

The **Volunteers** page allows the manager to view all of the applications for the current year in order to assist in assigning volunteers to tasks.

olunteers	* AW = Activity Worker, D	D = Department Dis	play, Sp = Speal	ker	EMAIL EXCEL EXPOR	ADD VOLUNT
'ear: 2017 •	NAME	STATUS	AFFILIATION	ROLES*	TIME WINDOWS	EMAIL
Vame	LAST_20, First_20	Staff	CSMCE	AW	6:00 AM - 6:00 PM	user_20@email.com
oles	LAST_639, First_639	Faculty	CIVE	AW	6:30 AM - 8:00 AM, 8:15 AM - 9:00 AM, 9:15 AM - 10:45 AM, 11:00 AM - 12:45 PM	user_639@email.c
AII AW	LAST_338, First_338	Staff	CSMCE	AW	6:00 AM - 6:00 PM	user_338@email.c
DD	LAST_21, First_21	Staff	CSMCE	AW	8:00 AM - 5:30 PM	user_21@email.co
tatus	LAST_642, First_642	Undergraduate	CSMCE	AW	6:00 AM - 9:15 AM, 11:00 AM - 12:15 PM, 2:00 PM - 3:15 PM	user_642@email.c
Undergrad Graduate	LAST_472, First_472	Undergraduate	CSMCE	AW	9:00 AM - 12:00 PM	user_472@email.o
Faculty Lecturer	LAST_646, First_646	Undergraduate	CSMCE	AW	8:00 AM - 1:00 PM, 3:30 PM - 5:00 PM	user_646@email.c
Staff	LAST_115, First_115	Graduate	MATH	AW	2:00 PM - 5:30 PM	user_115@email.c
Emeritus Alumni	LAST_17, First_17	Staff	CSMCE	AW	6:30 AM - 5:30 PM	user_17@email.co
Non-UNL olumns	LAST_434, First_434	Graduate	MATH	AW	6:00 AM - 10:30 AM	user_434@email.
ID	LAST_121, First_121	Graduate	MATH	AW	6:00 AM - 5:00 PM	user_121@email.c
Name Status	LAST_395, First_395	Undergraduate	MATH	AW	6:00 AM - 1:45 PM	user_395@email.
Affiliation Roles	LAST_381, First_381	Graduate	MATH	AW	8:00 AM - 11:00 AM, 1:45 PM - 5:45 PM	user_381@email.
Preferences Times	LAST_647, First_647	Graduate	MATH	AW	6:30 AM - 5:30 PM	user_647@email.
YASP	LAST_119, First_119	Graduate	MATH	AW	9:00 AM - 12:15 PM	user_119@email.c
SOR Phone	LAST_485, First_485	Faculty	CSMCE	AW	8:00 AM - 5:15 PM	user_485@email.
Email	LAST_110, First_110	Graduate	MATH	AW	6:30 AM - 12:15 PM, 2:45 PM - 6:00 PM	user_110@email.c
SUBMIT LAS'	LAST_469, First_469	Faculty	MATH	AW	10:00 AM - 12:30 PM	user_469@email.
	LAST_366, First_366	Graduate	MATH	AW	6:00 AM - 12:30 PM, 2:00 PM - 3:15 PM	user_366@email.



