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# VINCENTIAN *Service Day*

## Group Registration FAQs

- VSD registration will open on Wednesday, April 5 when VSD registration opens.
- Group size:
  - To sign up as a group for VSD, you must have at least 10 people.
  - Max group size is usually around 25-30. If you have more than that, please email [serviceday@depaul.edu](mailto:serviceday@depaul.edu) and we can determine if we can put you all at one site or if you will need to go to multiple sites.
- Registering for VSD:
  - Go to [serviceday.depaul.edu](http://serviceday.depaul.edu)
  - Make sure someone has been designated as the person who will be registering the group. This person will likely pick the site for the group. ***They must have everyone's email to register the group.***
  - When selecting a site, make sure to pick one that can accommodate the number of people in your group.
  - Once the group has been registered, everyone in the group will receive an email with a link for them to register. *The group members will not be officially registered with the group until they complete the registration online from the link they receive in their email. Individuals must complete the registration form to be part of their group.*
- If I register a group, am I also a VSD Service Site Leader?
  - We highly encourage those registering a group to also serve as a VSD Service Site Leader. There will be a space to “opt in” when registering the group.
  - If you opt not to be a VSD Service Site Leader, another person will be assigned to your site to fill this role.
- What does being a VSD Service Site Leader entail?
  - Signing in your group upon arrival the morning of VSD. That means you are the first one there from your team.
  - Making sure everyone assigned to your site is present. You will have a list of everyone in the folder.
  - Getting your group to and from the service site using public transit or the bus that is provided. Directions and an instruction packet will be given to the Service Site Leader the morning of VSD.
  - Leading reflection with the group at the end of the service time together (reflection questions/materials provided by the VSD team).
  - VSD Service Site Leaders will also check in at the BBQ when they return to campus from service.
- Can someone else in my group be a VSD Service Site Leader?
  - Yes! When they register, they can check the VSD Service Site Leader box.
  - If no one from your group registers as a VSD Service Site Leader, someone from outside your group will be assigned to fill that role at your site.

- Some sites may have multiple VSD Service Site Leaders based on the number of volunteers at that site.
- How can I check to be sure that everyone in my group has registered?
  - Once you have registered your group, the person who registered the group can check the tab on the registration page for your group and see who has registered.
  - If you have questions about your group and who has registered, please email [serviceday@depaul.edu](mailto:serviceday@depaul.edu).
- Will other people be added to our group?
  - If you pick a site that has spots for 40 people and your group only has 20 people, then more people will be added to that site who are not part of your group.
  - If you pick a site that only has 20 spots and you have 20 people sign up, then it should just be your group if everyone registers and commits.
- What if someone signs up for VSD but their schedule changes and they can no longer attend?
  - People can go back to the registration page and cancel their registration.
  - If a person chooses to switch sites, they will need to cancel their original registration and then register with the new site/group.