

# VINCENTIAN Service Day 2022

## Group Registration FAQs

- VSD registration will open on Wednesday, April 6.
- 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 your group – this person will be designated the **Group Registrar**. The Group Registrar will be the one who picks the site for the group and puts in the information for each person in the group. ***The Group Registrar must have everyone's email when registering the group.***
  - When selecting a site, make sure to pick one that can accommodate the number of people in your group.
  - Once the Group Registrar has registered the group, 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.*
- What is the difference between being a VSD Group Registrar vs being a VSD Team Leader:
  - The Group Registrar and Team Leader can be the same person, but they do not have to be. The Group Registrar will have to "opt in" as the Team Leader when they register if they would also like to have this role.
  - If someone else in the group wants to be a Team Leader, they can check the Team Leader box when they register.
  - If no one registers as a Team Leader with your group, a Team Leader from outside your group will be assigned to your group.
  - Some sites will have multiple Team Leaders based on the number of volunteers at that site.
- What does being a Team Leader for VSD 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 in your group is present
- 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 team 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)
- Team leaders will also check in at the BBQ when they return to campus from service
- How can I check to be sure that everyone in my group has registered?
  - Once you have registered your group, the Group Registrar can check the tab on the registration page for the 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.