



Food Rescue Robot: A How-To Guide for Volunteers

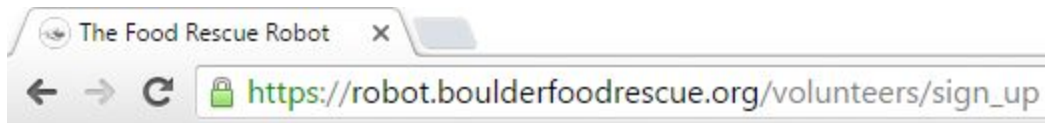
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I. Signing Up

First things first, you will want to sign up for an account. For this to be useful, you will need to have an administrator of the region you are looking to volunteer with approve you for that region. Likely, you are signing up with them. If you are trying to sign up without their help, you will need to reach out to them and ask to volunteer.



- To register a new Robot account go to <https://robot.boulderfoodrescue.org> and click "Sign Up"

A screenshot of the "Sign up" form on the website. The form includes fields for Name, Email, Phone, Password, Password confirmation, and Region. A blue "Sign up" button is at the bottom, along with links for "Sign in" and "Forgot your password?".

Sign up

Name

Email

Phone

Password

Password confirmation

Region

[Sign up](#)

[Sign in](#)
[Forgot your password?](#)

- Enter the correct information in the boxes and for region, select the city or region you are signing up for.
- Once your volunteer coordinator has approved your request to sign up for a specific region (again, you will need to talk to them for this to happen), you will be able to log in. You will see a waiver agreement the first time that you log in. Once this is accepted, you will have access to all you need to be a food rescue volunteer.

By signing below, I express my understanding and intent to enter into this release and waiver of Liability willingly and voluntarily.

Check to sign electronically:

Date: 2016-07-27

Sign

Welcome to the Robot!

II. Homepage

This is the Homepage with alerts for shifts that need covering, reminders for upcoming pickups, and reports that need completing.

Loving Spoonful Enhancing Access to Healthy Food

Waiver signed!

▲ 2 Shifts Need Covering Soon: [Pick one up here.](#)

Upcoming Pickups

You have no upcoming pickups.

To Do Pickup Reports

You are up to date on all your pickup reports - nice work!

Shifts Needing Covering!

There are no shifts that need covering.

- A. **To-do Pick Up Reports:** All produce donated to each region is tracked by weight for recording purposes via pickup reports from volunteers entered into our system. **This is**

really important. We need to keep track of our data for the sake of science, because it helps all of our organizations relay accurate information about our impact, and helps us keep an eye on how we are doing in terms of food donated, where the food is going, and more. **Please fill out your pickup reports in a timely manner.**

To Do Pickup Reports

Location	Date
Grow A Row Market Booth (DKPM) -> HARS Home Base Housing Market Stand Interval House Martha's Table	Thu Jul 28 (today) ★ Fill

- Use the **“Fill”** button to enter the report or follow the link in the email you receive.

What	Weight (in scale's units)	Count	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL: 0			
+ Add Another			

- Select the type of food** (most pickups will fit the produce category)
 - If you have more than 2 types of food to list, click the **“+Add Another”** button to add more food types
- Use the scales provided to weigh the produce, in pounds (lbs), enter the weight in pounds and add a brief description of the specific types of food. “Count” is for specific regions who want to count boxes instead of weigh the food. **If your region does not use it, you can skip it.** Ask your volunteer coordinator for more information.

What	Weight (in scale's units)	Count	Description
Produce	130		apples, bananas, peppers

- Fill in the information on how the produce was weighed, transported and the time spent delivering. This needs to be done even if the shift didn't happen or the weight was zero. For time, the unit is hours.

Weighed With	Floor Scale (lb)
Transported With	Bike
Time Spent <small>Approximately how long did you spend doing this shift, in hours? (e.g., 0.5)</small>	1.5

- There is a section for any notes and a button to **flag important notes** to be read by an administrator.

Notes

Something to report? Any problems? e.g., trailer in need of repair, issues with the scale, busted bin.

The trailer hitch is broken - needs to be addressed immediately

Flag For Admin

Check this if you want to make sure someone reads this.

Flag

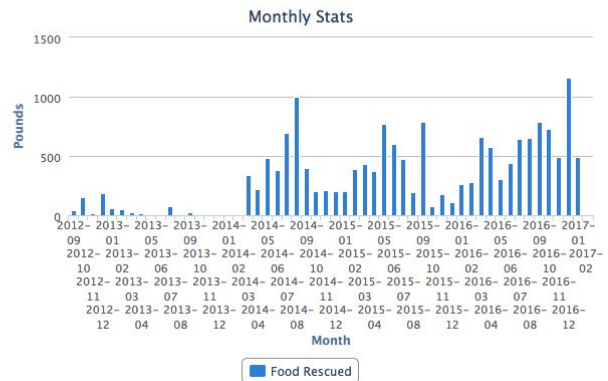
- **Click save** and your data will be entered.

B. Personal Stats: When you scroll down, you will see personal pick-up stats!

Pickup Stats

Stat	Value
Stats Start Date	2012-09-14
Completed Pickups	458
Amount of Food Rescued	16872.8 lbs
Weekly Avg	73.31 lbs
Pickup Avg	36.84 lbs
% Human Powered	98% :)

Food Collected by Month



C. As well as your settings...

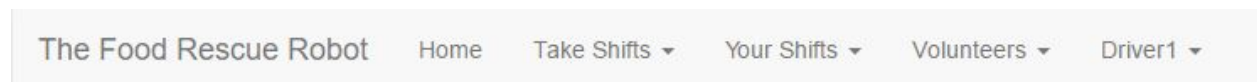
Your Info

Local time:	2017-02-11 15:45:53 -0700
Region(s):	Boulder
Preferred Transportation	unknown
Preferred Method of Contact	Email
SMS Setup	No
SMS Active	No : Missing your cellphone carrier
Receiving pre-pick-up reminders	Yes
Receiving SNCS Emails	No
Liability Waiver Signed	Yes
Change settings	Click Here

- Settings can be changed by clicking on the “Change Settings” button. You can select your preferred transportation and method of contact.
- If you’re in the US, you can also choose to have text message reminders from the Robot about your upcoming shifts. If you want these, select SMS setup and put your phone number and cell carrier.
- You can choose to have email reminders about your shifts, by selecting “pre-pick-up reminders” and if you would like emails about shifts that need covering soon (SNCS) select yes for SNCS Emails.

Along the top of the homepage are the tabs, here you can:

- Take shifts
- Check on your current shifts
- Schedule an absence
- Fill in pick up reports
- Edit your account information



III. Take Shifts Tab:

To view information on routes that we need help with **click the Take Shifts tab and select either one time or recurring** from the drop down menu depending upon your availability.

Recurring Shifts: Recurring shifts are shifts that you would do every week. For example, if you took a recurring shift for Wednesdays at 8am, you would do that shift every Wednesday at 8am on the same route.

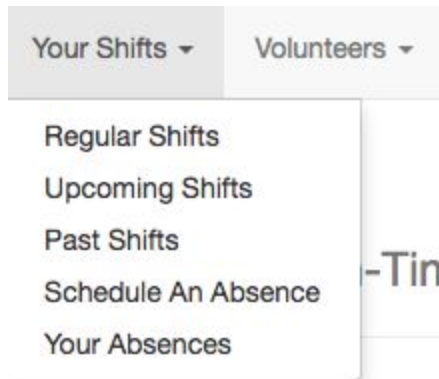
One Time Shifts: One Time shifts are shifts that you would either (a) cover for someone who has scheduled an absence, (b) cover it once because nobody else is on it, or (c) cover a special one-time route that doesn’t occur weekly. If you select these shifts, you are responsible for seeing them through, but you wouldn’t do it the following week.

Info	Day	Stops	Volunteers	Start Time	End Time	Notes	Prior Volunteers	Transport	Food Types
Info	Wednesday	Sprouts Market: Arapahoe (Donor) Family Learning Center (Recipient)	Take Weekly Shift	1PM	1:30PM	Please arrive by 2pm to be there before families leave for the day!	Rachel Cook Cha Cha Spinrad Cha Cha Spinrad Steve Carnes Jakob	Bike	• Sprouts Market: Arapahoe: Produce, Baked Goods
Info	Tuesday	Sprouts Market: Arapahoe (Donor) Family Learning Center (Recipient)	Take Weekly Shift	1PM	1:30PM	Please be at FLC by 2pm to ensure the food is available before families leave for the day.	Hannah Moland Benko	Bike	• Sprouts Market: Arapahoe: Produce, Baked Goods

- The day and time are listed on the shift - each region may be different, but the time is often used as a pick up window for the donor.
- Use the **Info** button on the left to access information on the route. This information includes specific information about how to do the pick up at the donor site, what the recipient site looks like, a google map with the suggested route between donors and recipients, and other volunteers who pick up at the same donor in case you need support.
- The **Notes** column will list specific information you may need outside of the “info” button.
- Once you have decided on a route to do, click the “**Take Weekly Shift**” button or “**Cover Shift,**” button.

IV. Your Shifts Tab

The “Your Shifts,” tab is full of fun surprises!



- Regular shifts will have all of your recurring weekly shifts listed.
- Upcoming shifts includes any shifts that will be coming up for you in the next 3 days. This includes your regular weekly shifts as well as any shifts you have selected to cover. Use this tab to keep track of how many you have coming up!!
- Past Shifts are all of your past shifts, with weights and locations listed as well.
- Scheduling an Absence: **Absences must be scheduled 3 days in advance on the Robot or there will be a prompt to contact us at the office if it is short notice.**
- Your Absences: Once you have successfully scheduled an absence, the shifts that you will be missing should show up under this tab. Please check it to make sure it worked!

Schedule An Absence

You can use the form below to schedule an absence. Note that any shift occurring **within the next three days** cannot be deferred in this way. Instead, please contact the volunteer coordinator (and/or email list if one exists in your organization) to find a cover on short notice. Thanks!

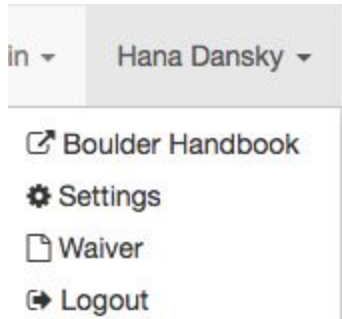
Starting On:	July ▼	30 ▼	2016 ▼
Ending On:	July ▼	30 ▼	2016 ▼
Comments:	<input type="text"/>		

V. Volunteers Tab

The volunteers tab is a running contact list of active volunteers in your region. This was added as a feature of the robot per request of volunteers, to allow volunteers to connect with each other, in case they need support on their shifts.

VI. Name Tab

The last tab on the right has your name and a few final features.



- Handbook will allow you to access more information about volunteering, **if your region has a handbook**. Not all regions have volunteer handbooks.
- Settings will allow you to change the settings of your account. This is the same as the settings on your **Homepage**. For more information, go to the Homepage section of this guide.
- Waiver is the signed copy of the waiver you signed when you first logged in. This allows you to revisit the waiver.
- Logout logs you out ... :)

Thanks for volunteering with a food rescue organization!