

CERVIS Account Creation & Registration

How To Guide (Computer Edition)

Receive Books News & Media Contact

About Us

Our Chapters

Ways to Give

Get Involved

Events

VOLUNTEER

DONATE



Step 1:
Visit www.berniesbookbank.org
and click "Volunteer" at the top of
the page.

Step 2:
You will be directed to the CERVIS
Volunteer Portal for Bernie's Book
Bank.

Step 3:
Scroll to the bottom of the page,
and click "LOG IN"

Bernie's Book Bank Event Listing & Registration

Contact Us

Welcome to the new Bernie's Book Bank Volunteer Portal! Driven by a passionate collective of volunteers, we have delivered over 28 million free, high-quality books to children who need them. Whatever your age, whatever your ability, there's a place for you and what you bring. You are both a team and a solution, and your impact is 100% local, and 100% immediate.

The events listed below are still in need of volunteers. To learn more about an event, click on the event name. To begin the registration process, click on the event registration button below.

Thank you for joining the team!

Show Opportunity Calendar

Search Opportunities by Interest, Location, Date or Keyword



Select an Available Opportunity Below

General Volunteering - Morning Shift

Mar 22 - May 30, 2025 (Multiple Shifts Available)
Warehouse

2599
Available

General Volunteering - Afternoon Session

Mar 22 - May 30, 2025 (Multiple Shifts Available)
Warehouse

2600
Available

General Volunteering - Evening Session

Mar 22 - May 30, 2025 (Multiple Shifts Available)
Warehouse

2600
Available

Sign up for an Opportunity

Log In

CERVIS Account Creation & Registration




How To Guide (Computer Edition)

Bernie's Book Bank CERVIS Login

i To proceed with the CERVIS Volunteer registration process, we need to determine whether or not you have a Volunteer profile in our system. To create a new Volunteer profile or to log in to your existing profile, please enter your E-mail address and first name below. If you do not have an E-mail address, press the "Back to Opportunity Listing" button below, select the opportunity you wish to register for and then contact the opportunity organizer.

E-mail Address
First Name
Next

OR

 Log in with Google
 Log in with Microsoft
 Log in with Facebook

Create Volunteer Profile


i Based on the E-mail address and first name provided, our records indicate that you do not have a matching volunteer profile in the CERVIS system. Please enter your information below to create a new profile or [CLICK HERE](#) to check for a profile under a different E-mail address.


Welcome to the new Bernie's Book Bank Volunteer Portal! Driven by a passionate collective of volunteers, we have delivered over 28 million free, high-quality books to children who need them. Whatever your age, whatever your ability, there's a place for you and what you bring. You are both a team and a solution, and your impact is 100% local, and 100% immediate.


Thank you for joining the team!

Court Ordered Volunteers: Please email a copy of court documentation that contains a description of the offense for which community service hours are needed to volunteer@berniesbookbank.org.


* Indicates a required field

Volunteer First Name:* 

Volunteer Last Name:* 

Volunteer Primary Phone:* 

Volunteer Alternate Phone:

Volunteer E-mail:* 

Step 4:
Enter your email address and your first name to see if you have an account.

Step 5:
If the information does not match anything in the system, you will be prompted to create a new account.

Step 6:
Enter your information to complete your profile.

Step 7:
Make sure to answer all questions and sub-questions if applicable as indicated by the asterisks. Email address and first name will auto-populate.

CERVIS Account Creation & Registration

How To Guide (Computer Edition)

Step 8:

Read, understand, and accept the consent form; type your signature, and click Create Volunteer Profile.

I have read, understand, and accept the following consent form:

I understand that volunteering at Bernie's Book Bank at 917 North Shore Drive, Lake Bluff, IL and related volunteer activities at off-site locations, may include, but is not limited to: moving, stacking, and organizing books; loading books into vehicles; participating in book collection and/or distribution events; and other tasks to support Bernie's Book Bank's mission. I am expected to follow safety instructions and agree to abide by the instructions given to me by Bernie's Book Bank. I can safely participate in volunteer activities and hereby

Lou Bohon

Parent/Guardian signature required for minor Volunteer

Create Volunteer Profile

Step 9:

Once your profile is created, you can add additional volunteers to your profile.

0 Hours 0 Activities 365 0 Days View Awards

Volunteer Portal Menu

Volunteer Portal Home

Welcome to the Bernie's Book Bank Volunteer Portal! To register a GROUP for a volunteer session, please contact our Volunteer Services Team at volunteer@berniesbookbank.org or call (847)-780-READ.

Volunteer Successfully Added to Profile!

Registration Management

- Sign up / Apply for an Upcoming Opportunity
- View or Cancel Registration for an Upcoming Opportunity
- Record or Update Service Project Activity

Profile Management

- [Add Additional Volunteer to my Profile](#)
- View or Update Volunteer Profile Information

CERVIS Account Creation & Registration

How To Guide (Computer Edition)

Step 10:

Everything will be prefilled out except for the First Name and Birthday. You can change anything that is needed to change.

Step 11:

Please add information that is needed as indicated by the asterisks.

Step 12:

Read, understand, and accept the consent form; type your signature (both boxes), and click Create Volunteer Profile.

Volunteer First Name:* 


Volunteer Last Name:* 


Volunteer Primary Phone:*


2 [REDACTED] 79

Volunteer Alternate Phone:

Volunteer E-mail:* 


Confirm E-mail:* 

Volunteer Birth Date:* 

Volunteer Address:* 

I have read, understand, and accept the following consent form:

I understand that volunteering at Bernie's Book Bank at 917 North Shore Drive, Lake Bluff, IL and related volunteer activities at off-site locations, may include, but is not limited to: moving, stacking, and organizing books; loading books into vehicles; participating in book collection and/or distribution events; and other tasks to support Bernie's Book Bank's mission. I am expected to follow safety instructions and agree to abide by the instructions given to me by Bernie's Book Bank. I can safely participate in volunteer activities and hereby accept and assume full responsibility for any injury I might suffer while volunteering at Bernie's Book Bank.

 Lou Bohon

 Lou Bohon

Create Volunteer Profile

CERVIS Account Creation & Registration

How To Guide (Computer Edition)

Step 13:

Once the additional account is created, you will be brought to this screen. Let's sign up for an opportunity by clicking here.

Volunteer Portal Home

Welcome to the Bernie's Book Bank Volunteer Portal! To register a GROUP for a volunteer session, please contact our Volunteer Services Team at volunteer@berniesbookbank.org or call (847)-780-READ.


 Volunteer Successfully Added to Profile!

Registration Management

-  [Sign up / Apply for an Upcoming Opportunity](#)
-  [View or Cancel Registration for an Upcoming Opportunity](#)
-  [Record or Update Service Project Activity](#)

Step 14:
Select the volunteer and the time of day you want to display.

Step 1: Select a Volunteer


Lou B. 

Please select a volunteer:

Volunteers

- Lou B.
- Mal B.
- [Add New Volunteer to Profile](#)

Step 2: Select an Available Opportunity Below


General Volunteering - Morning Shift 

Mar 26 - May 30, 2025 (Multiple Shifts Available) 2425 Available

Warehouse

[Click here to learn more \(Optional\)](#)

Step 3: Click here to choose time slot(s) and sign up for this event

General Volunteering - Afternoon Session 

Mar 26 - May 30, 2025 (Multiple Shifts Available) 2450 Available

Warehouse

[Click here to learn more \(Optional\)](#)

Step 15:
In this example, Lou B. wants to volunteer in a morning shift. Click to choose time slot(s) and sign up for the event.

CERVIS Account Creation & Registration

How To Guide (Computer Edition)

Register Lou Bohon for General Volunteering - Morning Shift

[View Opportunity Details](#)

Select an Available Slot Below

<input type="checkbox"/>	<u>Date/Time & Details</u>	<u>Spots Available</u>
<input type="checkbox"/>	Sat, Mar 22, 2025 - 9:00 AM to 11:00 AM	Closed
<input type="checkbox"/>	Mon, Mar 24, 2025 - 9:30 AM to 11:30 AM	50
<input type="checkbox"/>	Tue, Mar 25, 2025 - 9:30 AM to 11:30 AM	50
<input type="checkbox"/>	Wed, Mar 26, 2025 - 9:30 AM to 11:30 AM	49
<input type="checkbox"/>	Thu, Mar 27, 2025 - 10:30 AM to 12:00 PM	50
<input type="checkbox"/>	Fri, Mar 28, 2025 - 9:30 AM to 11:30 AM	50
<input checked="" type="checkbox"/>	Mon, Mar 31, 2025 - 9:30 AM to 11:30 AM	50
<input type="checkbox"/>	Tue, Apr 1, 2025 - 9:30 AM to 11:30 AM	50
<input type="checkbox"/>	Wed, Apr 2, 2025 - 9:30 AM to 11:30 AM	50
<input type="checkbox"/>	Thu, Apr 3, 2025 - 10:30 AM to 12:00 PM	50
<input type="checkbox"/>	Fri, Apr 4, 2025 - 9:30 AM to 11:30 AM	50
<input type="checkbox"/>	Mon, Apr 7, 2025 - 9:30 AM to 11:30 AM	50
<input type="checkbox"/>	Tue, Apr 8, 2025 - 9:30 AM to 11:30 AM	50
<input type="checkbox"/>	Wed, May 14, 2025 - 9:30 AM to 11:30 AM	50
<input type="checkbox"/>	Thu, May 15, 2025 - 10:30 AM to 12:00 PM	50
<input type="checkbox"/>	Fri, May 16, 2025 - 9:30 AM to 11:30 AM	50
<input type="checkbox"/>	Mon, May 19, 2025 - 9:30 AM to 11:30 AM	50
<input type="checkbox"/>	Tue, May 20, 2025 - 9:30 AM to 11:30 AM	50
<input type="checkbox"/>	Wed, May 21, 2025 - 9:30 AM to 11:30 AM	50
<input type="checkbox"/>	Thu, May 22, 2025 - 10:30 AM to 12:00 PM	50
<input type="checkbox"/>	Fri, May 23, 2025 - 9:30 AM to 11:30 AM	50
<input type="checkbox"/>	Tue, May 27, 2025 - 9:30 AM to 11:30 AM	50
<input type="checkbox"/>	Wed, May 28, 2025 - 9:30 AM to 11:30 AM	50
<input type="checkbox"/>	Thu, May 29, 2025 - 10:30 AM to 12:00 PM	50
<input type="checkbox"/>	Fri, May 30, 2025 - 9:30 AM to 11:30 AM	50

Step 16:
We will pick Mon, March 31, 2025 from 9:30am - 11:30am to volunteer. You can choose multiple dates to sign up.



Step 17:
Scroll to the bottom and click "Register"



Register

Cancel

CERVIS Account Creation & Registration

How To Guide (Computer Edition)

Step 18:
You should receive this notification

Bernie's Book Bank Opportunity Registration

 **Volunteer Registered Successfully.**

Please check your E-mail for a registration confirmation message. If you would like to sign up for an additional opportunity, please select one from the "Select an Available Opportunity" section below or click "Portal Home" for more options.

Step 1: Select a Volunteer

Lou B. 

-  Show Opportunity Calendar
-  Use Private Registration Code
-  [Search Opportunities by Interest, Location, Date or Keyword](#)



Step 19:
Let's sign up another family member for the same shift. From the Portal, select the family member in the drop down menu.

Step 1: Select a Volunteer

Mal B. 

Please select a volunteer:

Volunteers

Lou B.

Mal B. 

[Add New Volunteer to Profile](#)

Step 2: Select an Available Opportunity Below

General Volunteering - Morning Shift

Mar 26 - May 30, 2025 (Multiple Shifts Available)
Warehouse

2424
Available

[Click here to learn more \(Optional\)](#)

Step 3: [Click here to choose time slot\(s\) and sign up for this event](#)



CERVIS Account Creation & Registration

How To Guide (Computer Edition)

Step 21:
We are picking Mon, March 31, 2025 to match with Lou's registration.


Step 22:
Scroll to the bottom and click register.

Register Mal Bohon for General Volunteering - Morning Shift

[View Opportunity Details](#)


Select an Available Slot Below

<input type="checkbox"/>	Date/Time & Details	Spots Available
<input type="checkbox"/>	Wed, Mar 26, 2025 - 9:30 AM to 11:30 AM	Closed
<input type="checkbox"/>	Thu, Mar 27, 2025 - 10:30 AM to 12:00 PM	49
<input type="checkbox"/>	Fri, Mar 28, 2025 - 9:30 AM to 11:30 AM	49
<input checked="" type="checkbox"/>	Mon, Mar 31, 2025 - 9:30 AM to 11:30 AM	48
<input type="checkbox"/>	Tue, Apr 1, 2025 - 9:30 AM to 11:30 AM	49
<input type="checkbox"/>	Wed, Apr 2, 2025 - 9:30 AM to 11:30 AM	49
<input type="checkbox"/>	Thu, Apr 3, 2025 - 10:30 AM to 12:00 PM	49
<input type="checkbox"/>	Fri, Apr 4, 2025 - 9:30 AM to 11:30 AM	50
<input type="checkbox"/>	Mon, Apr 7, 2025 - 9:30 AM to 11:30 AM	49
<input type="checkbox"/>	Tue, Apr 8, 2025 - 9:30 AM to 11:30 AM	49
<input type="checkbox"/>	Mon, May 19, 2025 - 9:30 AM to 11:30 AM	50
<input type="checkbox"/>	Tue, May 20, 2025 - 9:30 AM to 11:30 AM	50
<input type="checkbox"/>	Wed, May 21, 2025 - 9:30 AM to 11:30 AM	50
<input type="checkbox"/>	Thu, May 22, 2025 - 10:30 AM to 12:00 PM	50
<input type="checkbox"/>	Fri, May 23, 2025 - 9:30 AM to 11:30 AM	50
<input type="checkbox"/>	Tue, May 27, 2025 - 9:30 AM to 11:30 AM	50
<input type="checkbox"/>	Wed, May 28, 2025 - 9:30 AM to 11:30 AM	50
<input type="checkbox"/>	Thu, May 29, 2025 - 10:30 AM to 12:00 PM	50
<input type="checkbox"/>	Fri, May 30, 2025 - 9:30 AM to 11:30 AM	50




Step 23:
You have successfully registered yourself and a family member.

Bernie's Book Bank Opportunity Registration

 **Volunteer Registered Successfully.**

Please check your E-mail for a registration confirmation message. If you would like to sign up for an additional opportunity, please select one from the "Select an Available Opportunity" section below or click "Portal Home" for more options.

Step 1: Select a Volunteer 

Mal B. 

-  Show Opportunity Calendar
-  Use Private Registration Code
-  Search Opportunities by Interest, Location, Date or Keyword

