

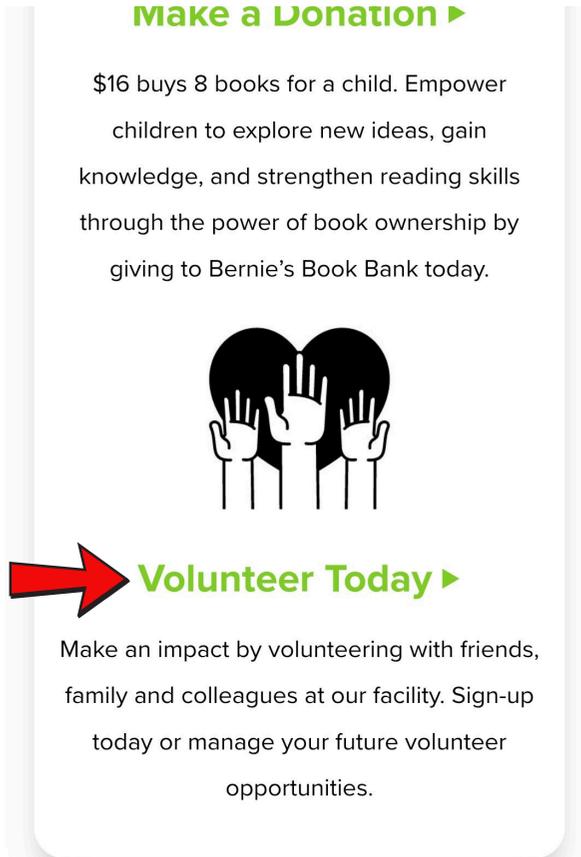
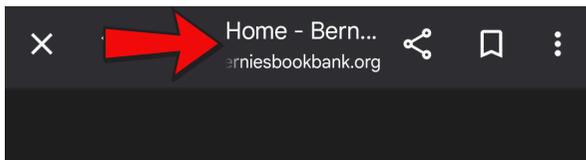
CERVIS Account Creation & Registration

How To Guide (Phone Edition)

Step 1:
Visit www.berniesbookbank.org

Step 2:
Scroll down to and click "Volunteer Today"

Step 3:
You will be directed to this page. Click where it says "Sign up to volunteer using our NEW volunteer portal!"



VOLUNTEER AT BERNIE'S BOOK BANK

VOLUNTEER UPDATE Sessions are limited to 50 volunteers.

Sign up to volunteer using our NEW volunteer portal!

Email volunteer@berniesbookbank.org if you are interested in reserving a session for your group. Stay tuned to our website and social media for more volunteer updates.

CERVIS Account Creation & Registration

How To Guide (Phone Edition)

Step 4:
Click Button
"Sign Up to Volunteer"

Step 5:
You will be directed to the CERVIS
Volunteer Portal for Bernie's Book
Bank

Step 6:
Scroll to the bottom of the page,
and click "LOG IN"

group. Stay tuned to our website and social media for more volunteer updates.

Bring your family, friends, neighbors and co-workers to volunteer and experience how good helping others feels. We welcome volunteers of all ages and abilities. Attend any of our weekly volunteer sessions with a simple online registration. Bernie's Book Bank offers the perfect opportunity for your **corporate, social, civic or religious group** to help sort, sticker and pack quality books for Chicagoland children.

[Learn more.](#)



Sign Up to Volunteer

Questions? Email us at

volunteer@berniesbookbank.org or call 847-

780-READ [7323]

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 for Opportunities](#)



Select an Available Opportunity Below

Select an Available Opportunity Below

General Volunteering - Morning Shift

Mar 25 - May 30, 2025

(Multiple Shifts Available)

Warehouse

2474

Available

General Volunteering - Afternoon Session

Session

Mar 25 - May 30, 2025

(Multiple Shifts Available)

Warehouse

2500

Available

General Volunteering - Evening Session

Session

Mar 25 - May 30, 2025

(Multiple Shifts Available)

Warehouse

2500

Available



Sign up for an Opportunity

Log in

CERVIS Account Creation & Registration

How To Guide (Phone Edition)

Step 7:
Enter your email address and your first name to see if you have an account.

Step 8:
If the information does not match anything in the system, you will be prompted to create a new account.

Step 9:
Enter your information to complete your profile



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.



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

Volunteer Last Name:*

Volunteer Primary Phone:*

Volunteer Alternate Phone:

Volunteer E-mail:*

Confirm E-mail:*

Volunteer Birth Date:*
June ▾ 17 ▾ 19 [REDACTED]

Volunteer Address:*

CERVIS Account Creation & Registration

How To Guide (Phone Edition)

Step 10:
Make sure to answer all questions, and sub-questions if applicable.

Gary Woodley

Emergency Contact Phone:

[Redacted]

Are you completing Court-Ordered community service hours?*

No

If you are completing Court-Ordered Community Service, please provide the court name and court contact for your offense. (1000 character max)

[Empty text input field]

If you are completing Court-Ordered Community service, when were your hours assigned and what is the due date for your court-ordered hours? (1000 character max)

[Empty text input field]

Step 11:
Pick T-Shirt size; read, understand, and accept the consent form; type your signature, and click Create Volunteer Profile.

Volunteer T-Shirt Size:*

M

I 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

 Sarah Hughes

 Parent/Guardian signature required for minor Volunteers

Create Volunteer Profile

< Account Check

Step 12:
Once your profile is created, you can add additional volunteers to your 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

Report Management

-  View or Print Volunteer Activity History
-  View Volunteer Award History

CERVIS Account Creation & Registration

How To Guide (Phone Edition)

Step 13:

Everything will be prefilled out except for the First Name and Birthday. Information can be changed is necessary.

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:*

Step 14:

Please add required information.

Volunteer First Name:*

Volunteer Last Name:*

Volunteer Primary Phone:*

8477807323

Volunteer Alternate Phone:

Volunteer E-mail:*

Confirm E-mail:*

Volunteer Birth Date:*

Volunteer Address:*

Step 15:

Pick T-Shirt size; read, understand, and accept the consent form; type your signature (both boxes), and click Create Volunteer Profile.

Volunteer T-Shirt Size:*

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

accepts no liability for minor volunteers who leave Bernie's Book Bank property without parental or legal guardian consent. Children under the age of 14 must be accompanied by an adult.

Photo Release: I hereby give Bernie's Book Bank permission to copyright and/or use, reuse and/or publish and/or republish pictures or images of me for the purpose of illustration, advertising, and promoting the agency through any medium.

 Sarah Hughes

 Sarah Hughes 

Create Volunteer Profile 

< Portal Home

CERVIS Account Creation & Registration

How To Guide (Phone Edition)

Step 16:

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

Step 17:

Select the volunteer, and the time of day you want to display

Step 18:

In this example, Sarah H. wants to volunteer in a morning shift. Click to choose time slot(s) and sign up for the event.

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

Report Management

-  View or Print Volunteer Activity History
-  View Volunteer Award History

Volunteer Portal Menu 

Bernie's Book Bank Opportunity Registration

 To sign up for an upcoming opportunity, please complete the steps highlighted below.

Step 1: Select a Volunteer 

Sarah H. 

-  Show Opportunity Calendar
-  Use Private Registration Code
-  Search for Opportunities

Step 2: Select an Available Opportunity Below 

General Volunteering - Morning Shift

- Mar 24 - May 30, 2025
(Multiple Shifts Available)
Warehouse

2523
Available

Sarah H. 

-  Show Opportunity Calendar
-  Use Private Registration Code
-  Search for Opportunities

Step 2: Select an Available Opportunity Below 

General Volunteering - Morning Shift

- Mar 24 - May 30, 2025
(Multiple Shifts Available)
Warehouse

2523
Available

[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 24 - May 30, 2025
(Multiple Shifts Available)

2550
Available

CERVIS Account Creation & Registration

How To Guide (Phone Edition)

Step 19:
We will pick Fri, March 28, 2025 from 930am-1130am to volunteer.

Step 20:
Scroll to the bottom, and click "Register"

Step 21:
You should receive this notification

Register Sarah Hughes 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"/>	Mon, Mar 24, 2025 9:30 AM to 11:30 AM	Closed
<input type="checkbox"/>	Tue, Mar 25, 2025 9:30 AM to 11:30 AM	49
<input type="checkbox"/>	Wed, Mar 26, 2025 9:30 AM to 11:30 AM	47
<input type="checkbox"/>	Thu, Mar 27, 2025 10:30 AM to 12:00 PM	49
<input checked="" type="checkbox"/>	Fri, Mar 28, 2025 9:30 AM to 11:30 AM	49
<input 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"/>	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

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 ▢

Sarah H. ▾

Show Opportunity Calendar 
 Use Private Registration Code

Search for Opportunities

Step 2: Select an Available Opportunity Below

▢

General Volunteering - Morning Shift

Mar 24 - May 30, 2025

2522 Available

CERVIS Account Creation & Registration

How To Guide (Phone Edition)

Step 22:
Scroll to bottom of page and click Portal Home.

Step 23:
Let's sign up another family member for the same shift. From the Portal, select the family member in the drop down menu.

Step 24:
Click to choose time slot(s) and sign up for the event.

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

General Volunteering - Afternoon Session

Mar 24 - May 30, 2025 2550 Available
(Multiple Shifts Available)
Warehouse

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

General Volunteering - Evening Session

Mar 24 - May 30, 2025 2550 Available
(Multiple Shifts Available)
Warehouse

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

i To sign up for an upcoming opportunity, please complete the steps highlighted below.

Step 1: Select a Volunteer **i**

Sarah H. 

Please select a volunteer:

Volunteers

Sarah H.

Jaxton H. 

Add New Volunteer to Profile

Warehouse

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

General Volunteering -

i To sign up for an upcoming opportunity, please complete the steps highlighted below.

Step 1: Select a Volunteer **i**

Jaxton H. 

- Show Opportunity Calendar
- Use Private Registration Code
- Search for Opportunities



Step 2: Select an Available Opportunity Below **i**

General Volunteering - Morning Shift

Mar 24 - May 30, 2025 2522 Available
(Multiple Shifts Available)
Warehouse

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

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

[< Portal Home](#) 

CERVIS Account Creation & Registration

How To Guide (Phone Edition)

Step 25:
We are picking Friday, March 28th to match with Sarah's registration.

Step 26:
Scroll to the bottom and click register.

Step 27:
You have successfully registered yourself and a family member.

<input type="checkbox"/> <u>Date/Time & Details</u>	<u>Spots Available</u>
<input type="checkbox"/> Mon, Mar 24, 2025 9:30 AM to 11:30 AM	Closed
<input type="checkbox"/> Tue, Mar 25, 2025 9:30 AM to 11:30 AM	49
<input type="checkbox"/> Wed, Mar 26, 2025 9:30 AM to 11:30 AM	47
<input type="checkbox"/> Thu, Mar 27, 2025 10:30 AM to 12:00 PM	49
<input checked="" type="checkbox"/> Fri, Mar 28, 2025 9:30 AM to 11:30 AM	48
<input 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	50
<input type="checkbox"/> Tue, Apr 8, 2025 9:30 AM to 11:30 AM	49
<input type="checkbox"/> Wed, Apr 9, 2025 9:30 AM to 11:30 AM	49

<input type="checkbox"/> Date/Time & Details	Spots Available
<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

Volunteer Portal Menu

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

Jaxton H.

- Show Opportunity Calendar
- Use Private Registration Code
- Search for Opportunities

Step 2: Select an Available Opportunity Below

General Volunteering - Morning Shift