



CERVIS VOLUNTEER HOW TO GUIDE

- ✓ **STEP 1:** Visit berniesbookbank.org and click “Volunteer” in the menu at the top of the webpage.
- ✓ **STEP 2:** Scroll to the bottom of the page and click on the “Log In” button.
- ✓ **STEP 3:** Enter your email address and first name to see if you already have an account. If you do not have an account, you will be prompted to create one.
- ✓ **STEP 4:** Enter your information to complete your profile.
- ✓ **STEP 5:** Read, understand, and accept the consent form and click “Create Volunteer Profile”.

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](#)

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.

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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:*

HOW TO GUIDE CONT'D - ADDING VOLUNTEERS TO YOUR PROFILE



STEP 6: Once your profile is created, you can add additional volunteers to your profile under “Profile Management”.



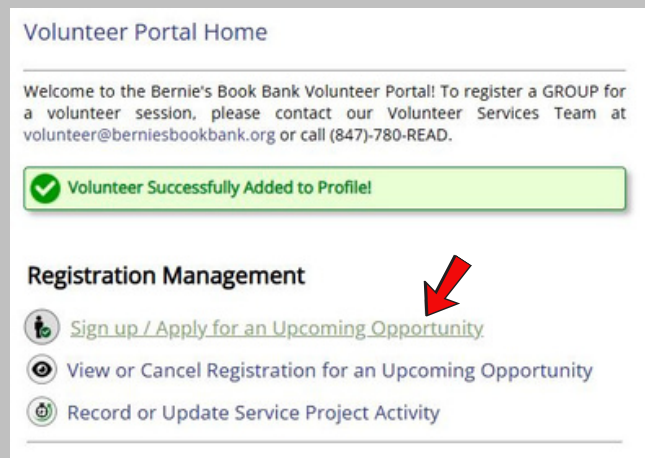
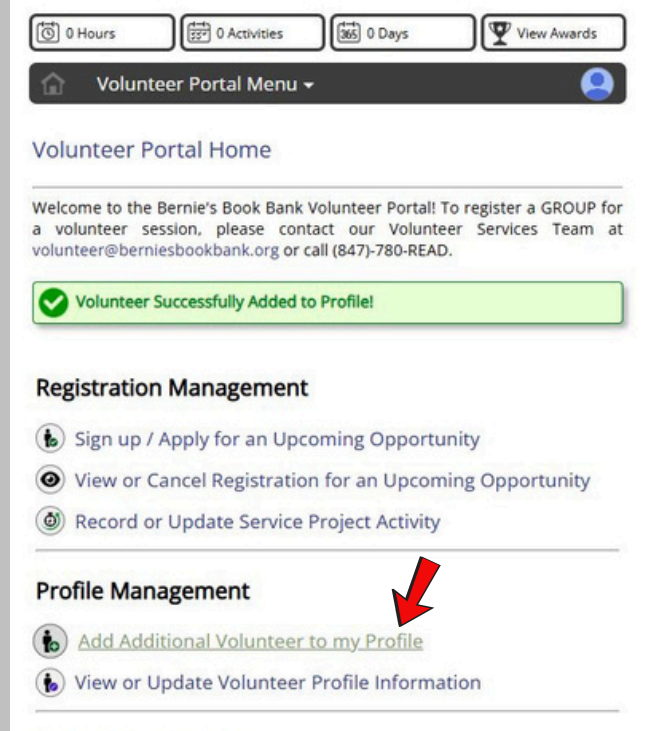
STEP 7: Add any information for the respective additional volunteers. Complete their profiles by accepting and signing the consent form.



STEP 8: Once the additional account is created, you are invited to sign up for a volunteer opportunity.



STEP 9: It's time to select your volunteer session!



**BERNIE'S
BOOK
BANK**

HOW TO GUIDE CONT'D - SIGNING UP FOR A VOLUNTEER SESSION



STEP 10: Select the participating volunteer, date, and session time you want to volunteer.

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



STEP 11: Once you have selected all of the dates and sessions you want to volunteer for, scroll to the bottom and click “Register”.

You will receive a notification that you have registered successfully.

NOTE: Want to 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 ▢

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 2425 Available

Mar 26 - May 30, 2025 (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](#)

General Volunteering - Afternoon Session 2450 Available

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

Warehouse

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

Register Lou 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"/>	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