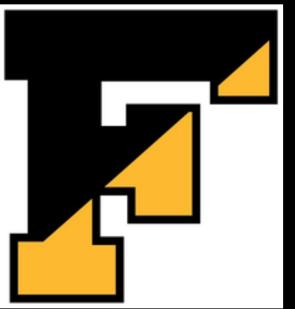


HELPER HELPER TUTORIAL



BASD'S COMMUNITY SERVICE PLATFORM



BETHLEHEM
AREA SCHOOL DISTRICT



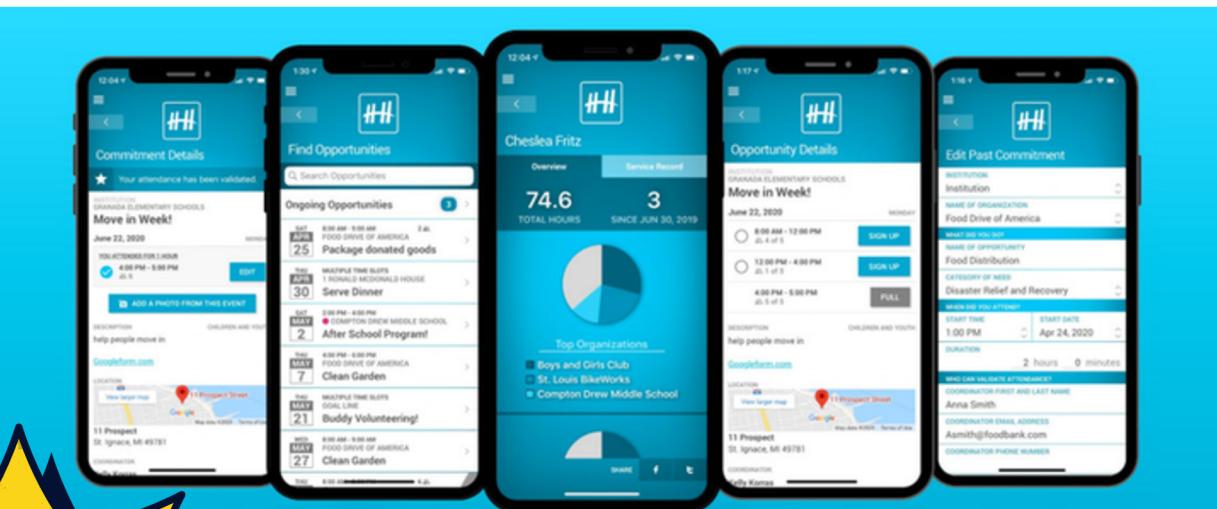
WHAT IS HELPER HELPER?

Helper Helper is BASD's Community Service platform. This online platform allows students to log their Community Service hours, sign up for volunteer opportunities, track their hours with ease through the website or mobile app.



BETHLEHEM
AREA SCHOOL DISTRICT

TABLE OF CONTENTS



Helper Helper

Logging in
Helper Helper



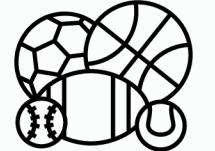
Logging
Volunteer Hours



Parent
Waiver



Club & Sports



Find
Opportunities
(Sign up)



Ongoing
Opportunities



Job
Shadowing



Community
Service
Contact



LOG IN



VISIT THE MOBILE APP



Download on the
App Store



GET IT ON
Google Play

LOGGING IN

You'll use your BASD
email, along with your
existing password to
log in.

VISIT [HELPERHELPER.COM](https://helperhelper.com)
CLICK ON "SIGN IN"

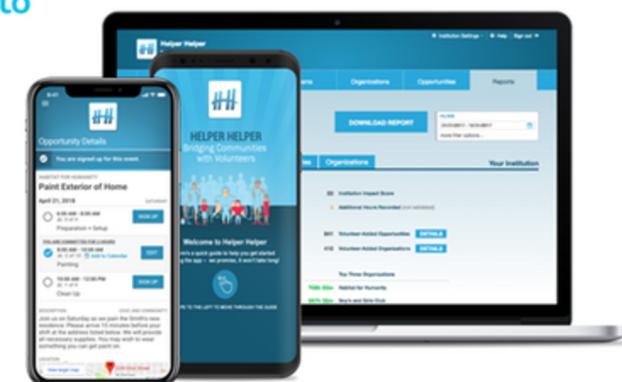


The simplest way to
coordinate & track
service hours.

VOLUNTEER APP + COORDINATOR WEB PORTAL

[SCHEDULE A DEMO](#)

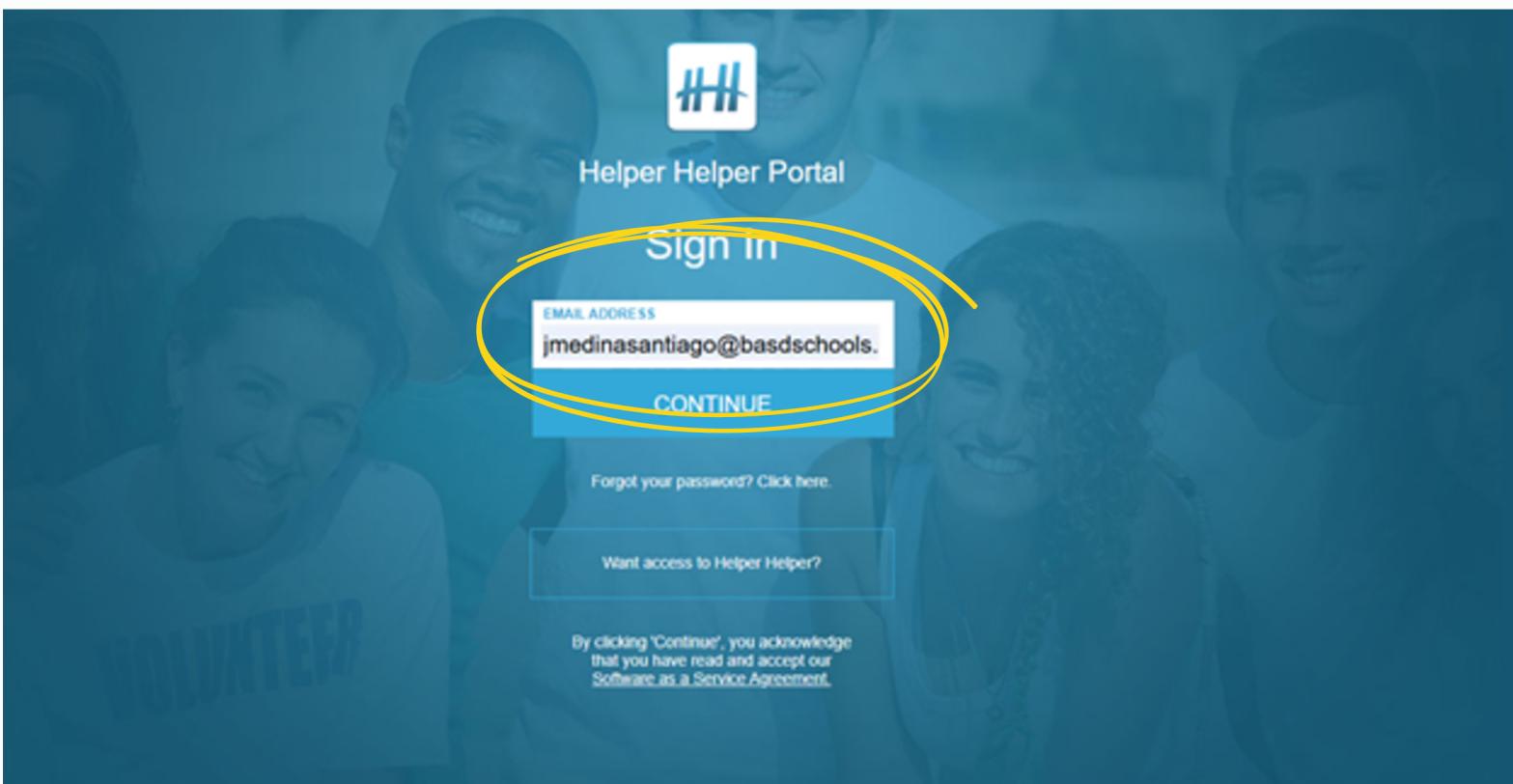
THE PERFECT PLATFORM FOR
COMPANIES
COLLEGES AND UNIVERSITIES
NON-PROFIT ORGANIZATIONS
HIGH SCHOOLS
GREEK LIFE



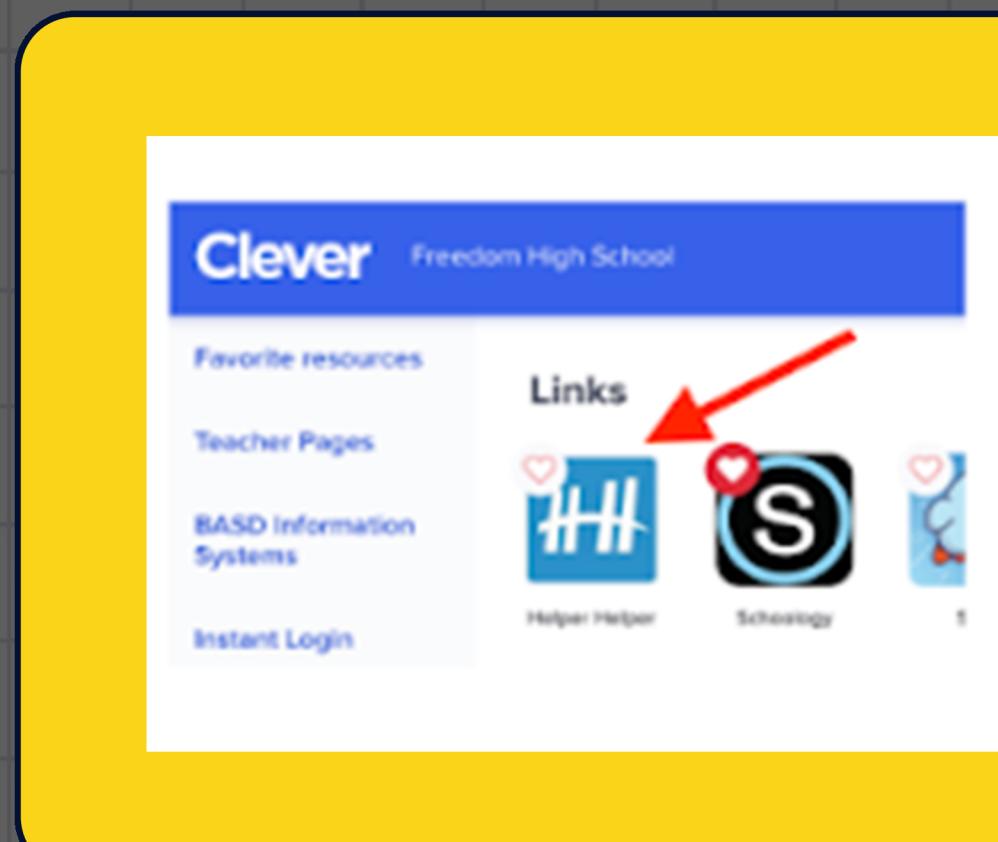
LOGGING IN

Helper Helper uses the single sign-on system.
You can utilize the mobile app or web app.

Both screens will look the same regardless of whether you are on your phone or your laptop.

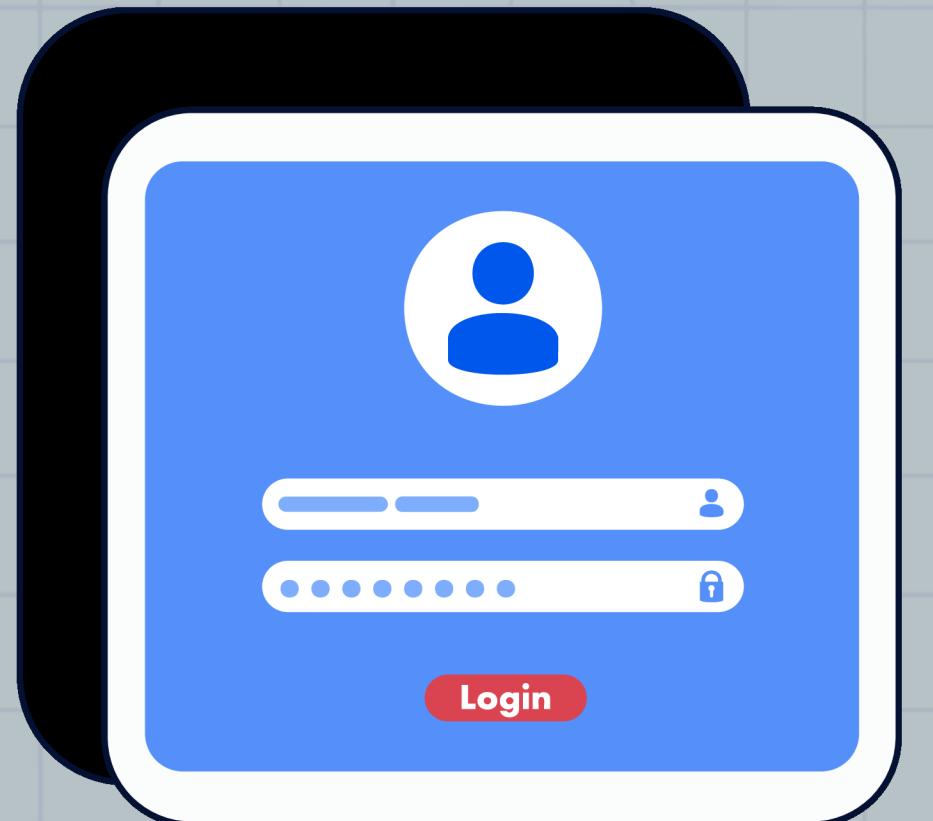


SIGN IN

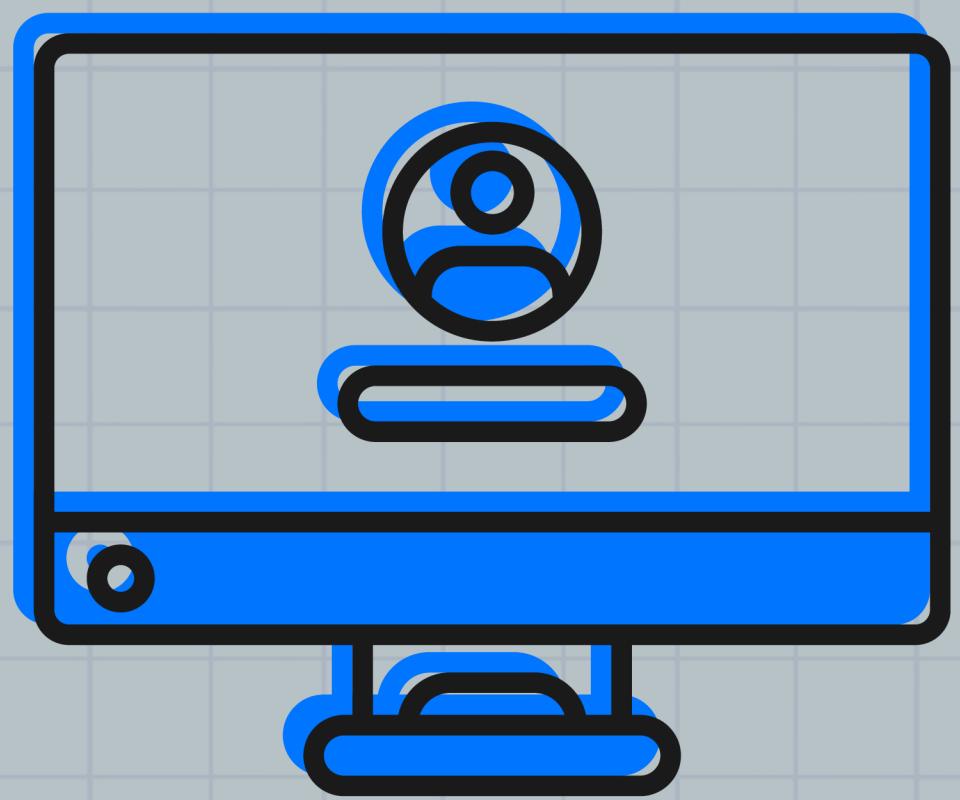
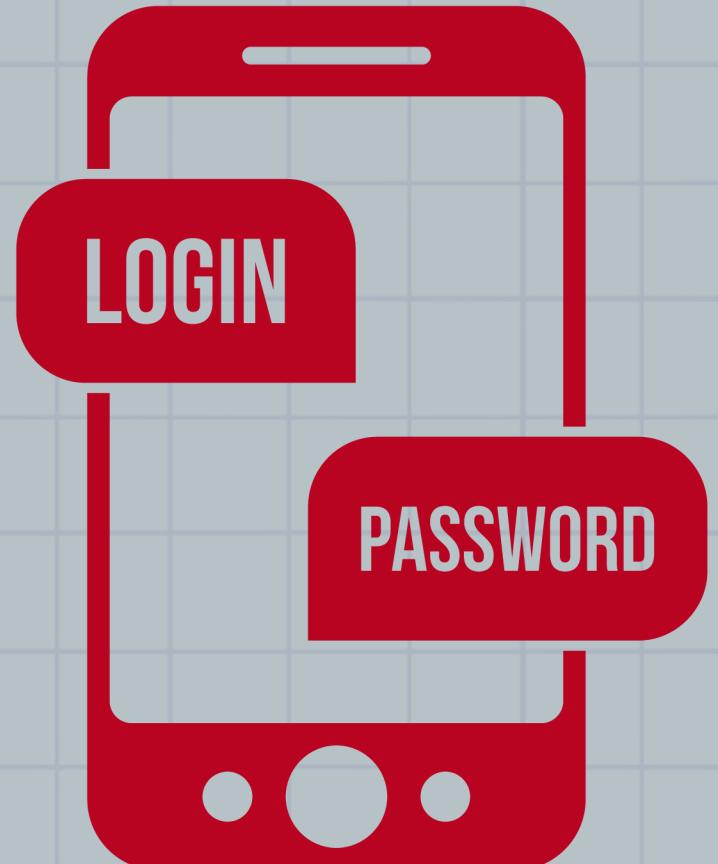
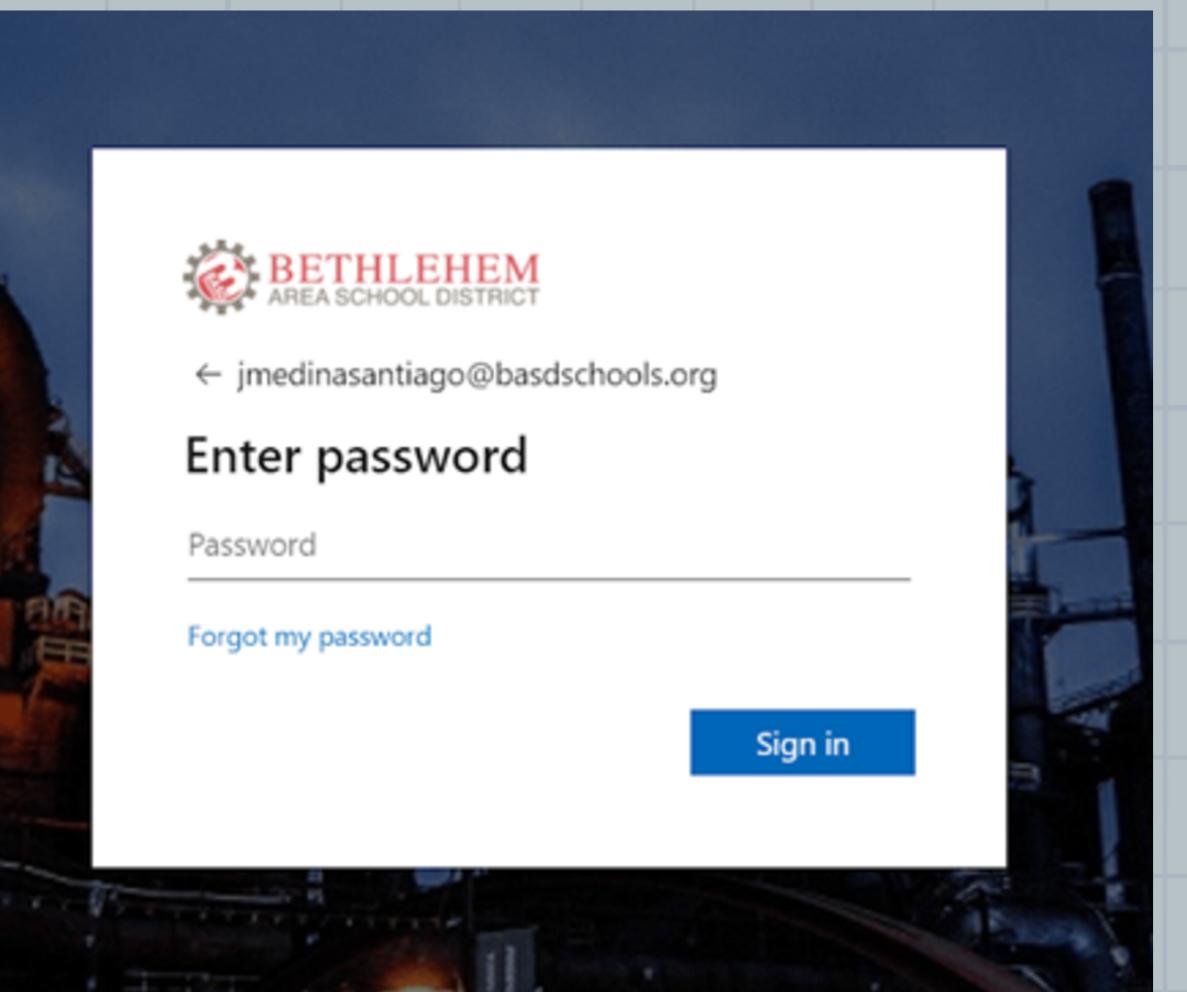
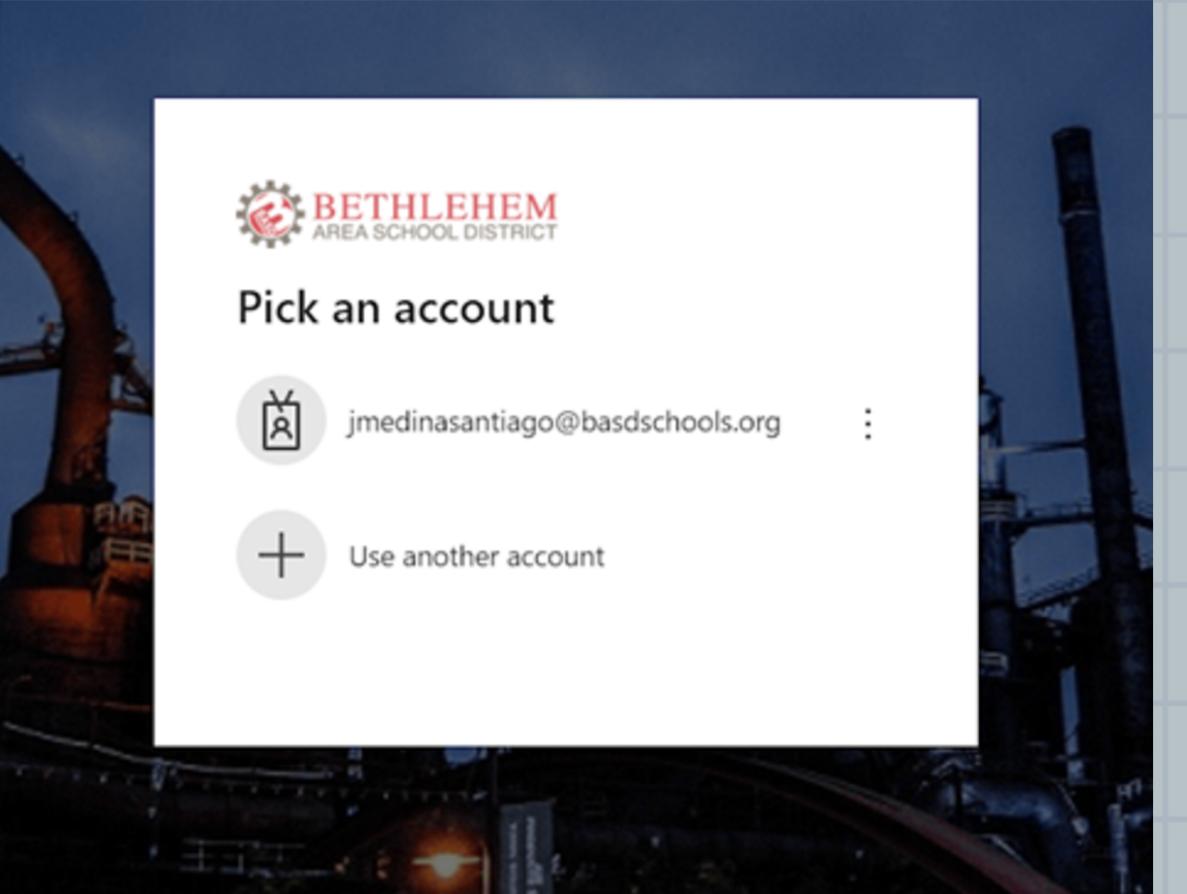


Signing in
through
Clever

Logging in

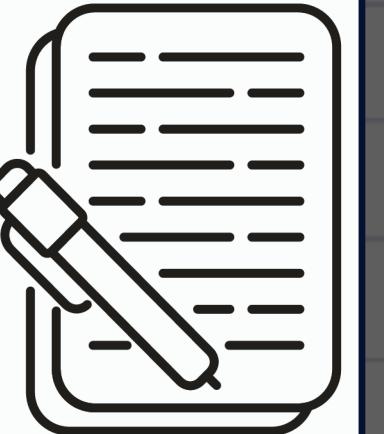


You will get this pop ups to re-enter your email address and password in order to access the application.



Parent Waiver

PARENT WAIVER



You **must** submit a parent waiver to the Community Service Office prior to any volunteer service. The form must be signed by both student and parent/guardian.

Form is available on Helper Helper or BASD website

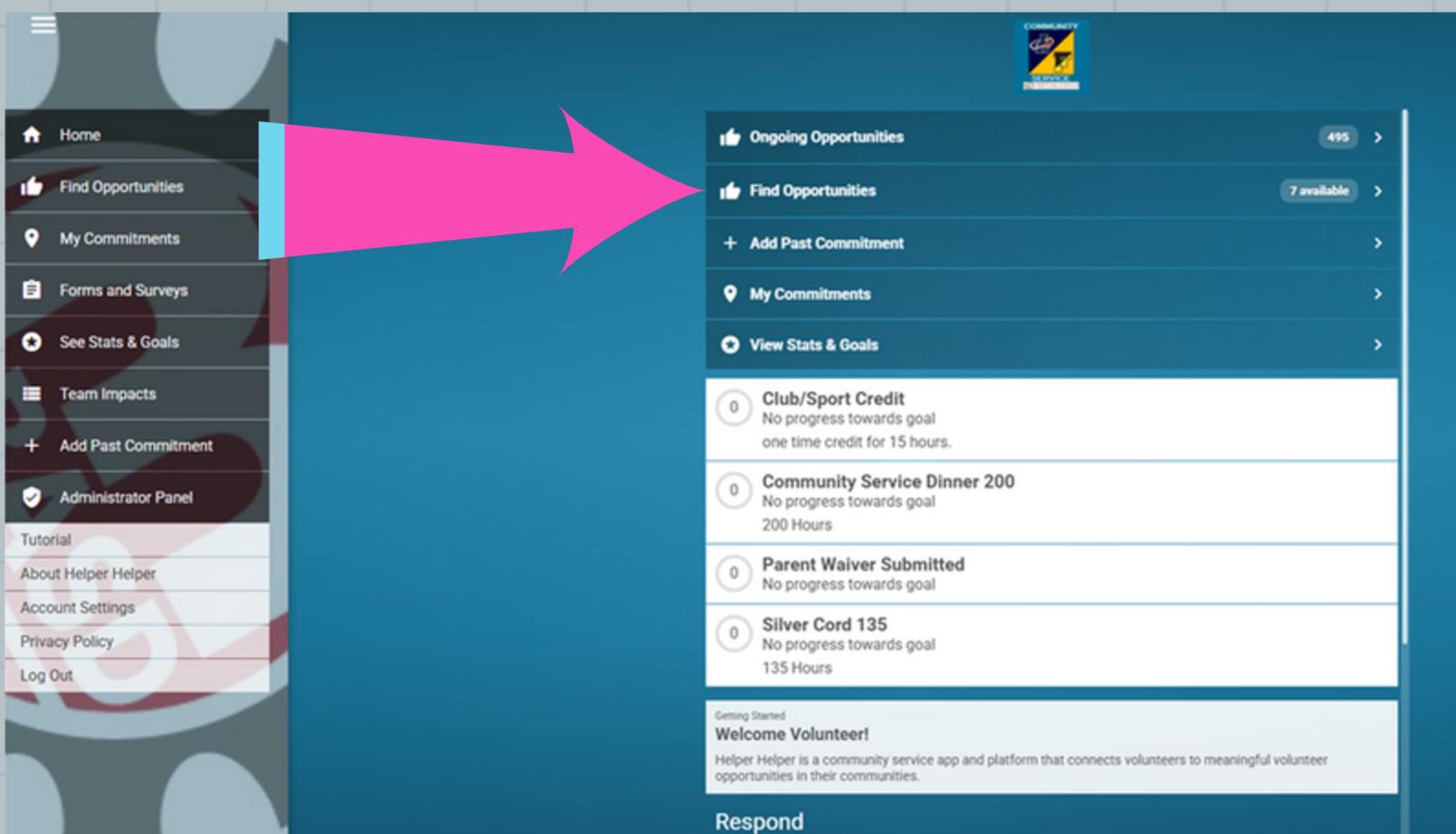
ESPAÑOL



ENGLISH



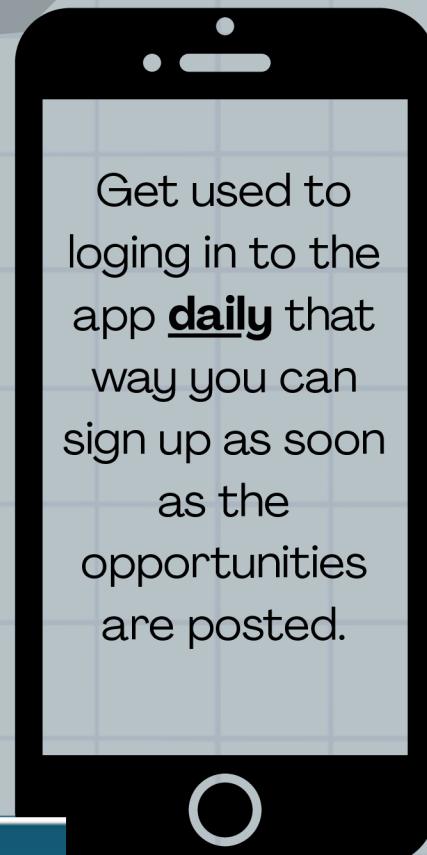
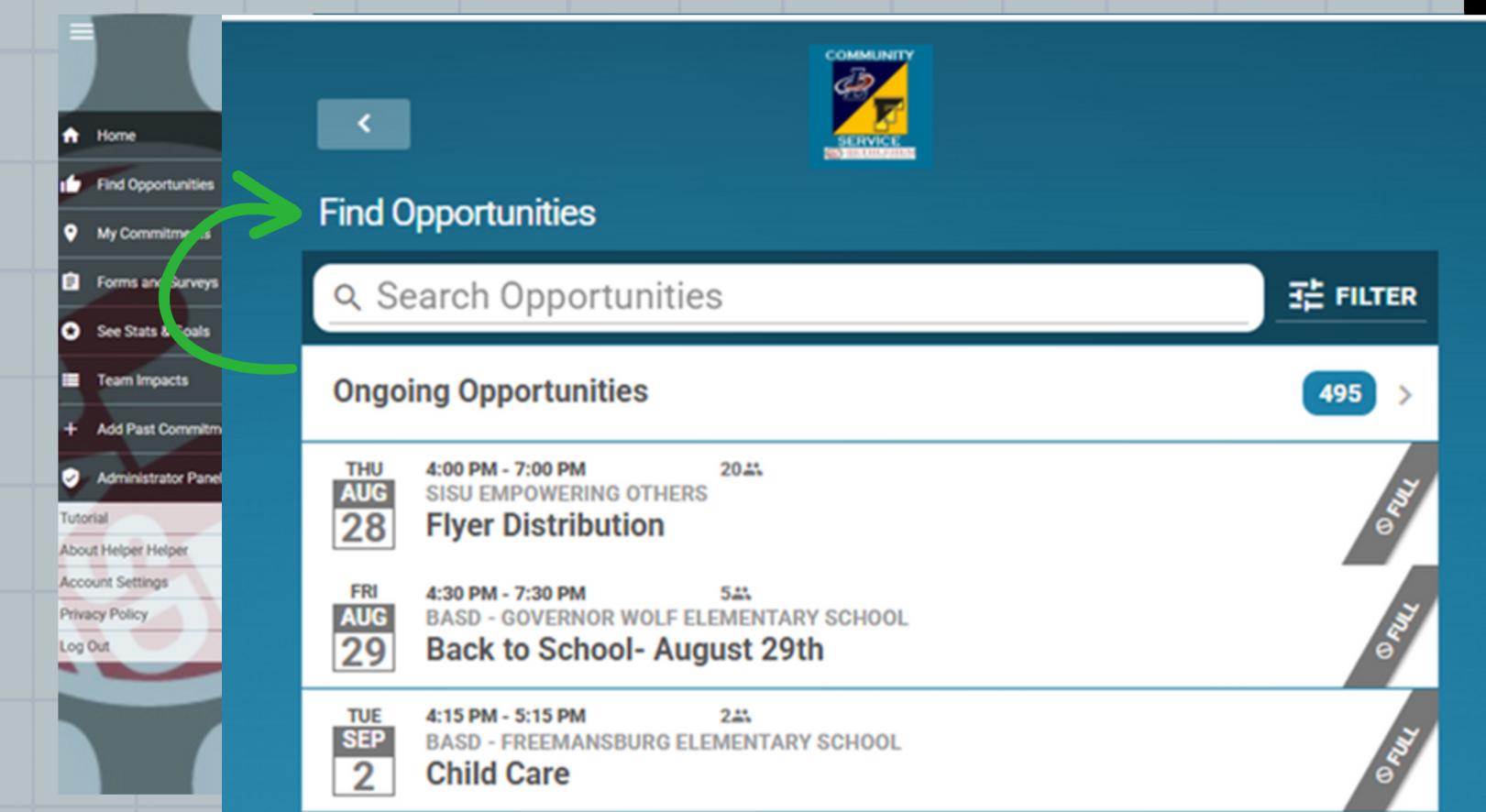
FIND OPPORTUNITIES



SIGN UP

Under **“Find Opportunities”** you will see a list of specific events you can sign up for.

If you can not attend the commitment you signed up for please **“cancel commitment”** this will allow other students to sign up.



ONGOING OPPORTUNITIES

**MORE
INFO**

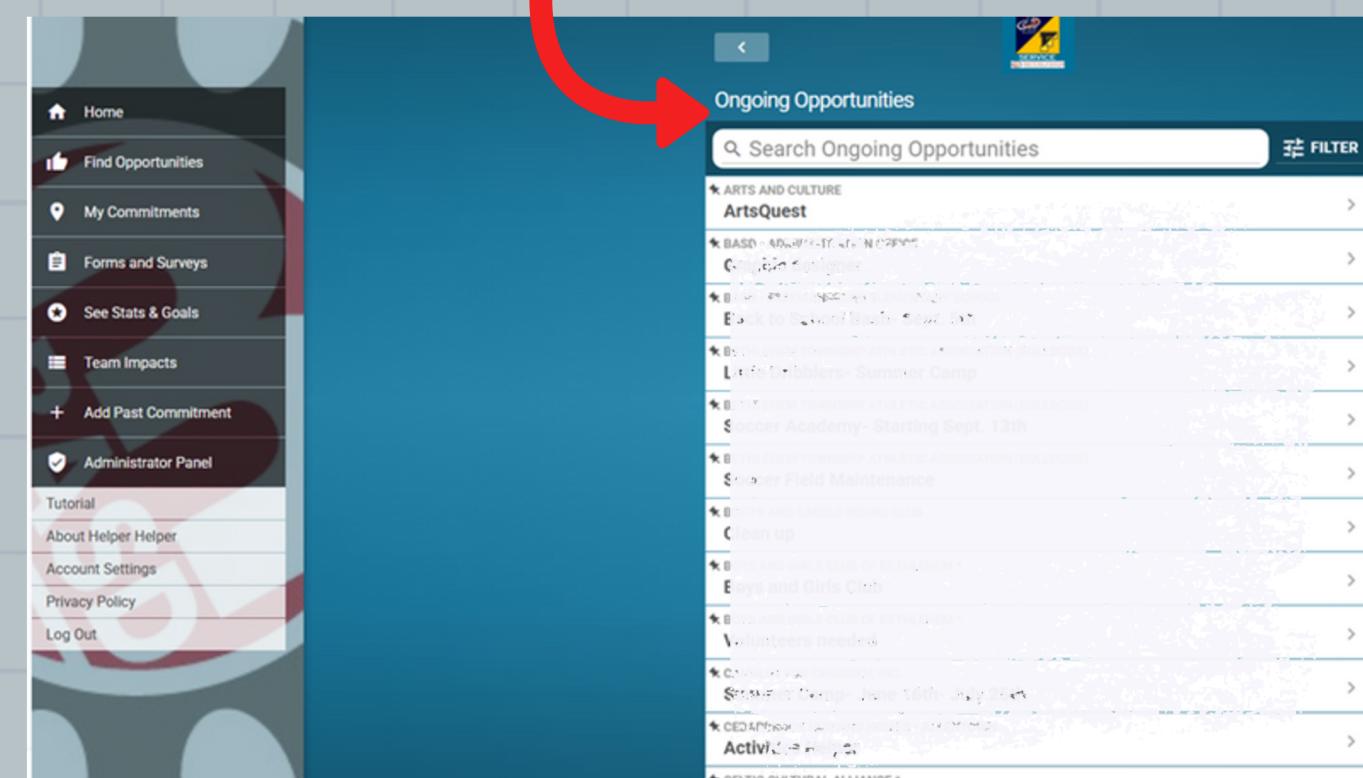
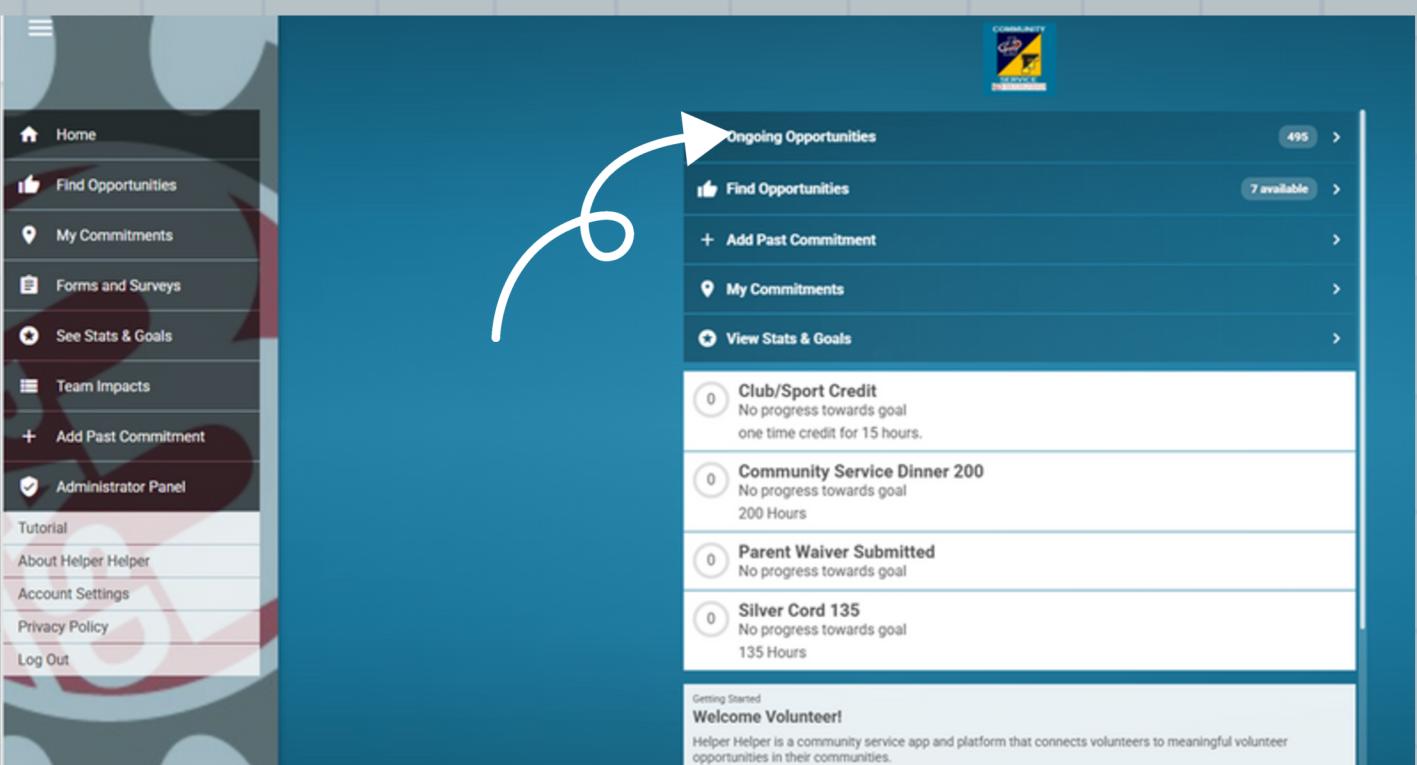
ONGOING OPPORTUNITIES

REACH OUT

Under **Ongoing Opportunities** you will see a list of BASD's approved organizations that offer volunteer service.

Please be sure to look up the agency **prior** to volunteering to ensure they are a BASD approved agency.

Upcoming events will appear on top of the list (pushpin to the left) followed by an alphabetical order list of agencies

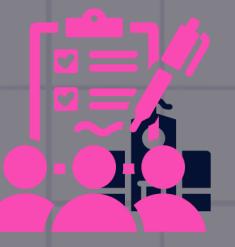


If the site you are going to volunteer is not listed, you will need to submit a Request to Volunteer and Rubric form with supported documents to the Community Service Office for review.

DIFFERENCE BETWEEN **FIND OPPORTUNITIES AND** **ONGOING OPPORTUNITIES**

Under **“Find Opportunities”** you will **“sign up for upcoming events”**

Under **“Ongoing Opportunities”** you will **“reach out to the organization”**



Request to Volunteer



If the agency is not an approved site, you will need to submit a Request to Volunteer & Agency Rubric form to the Community Service office.

Please ensure you are including all required documents as noted on the rubric. (501c letter, mission statement, and insurance.)

REQUEST TO
VOLUNTEER FORM



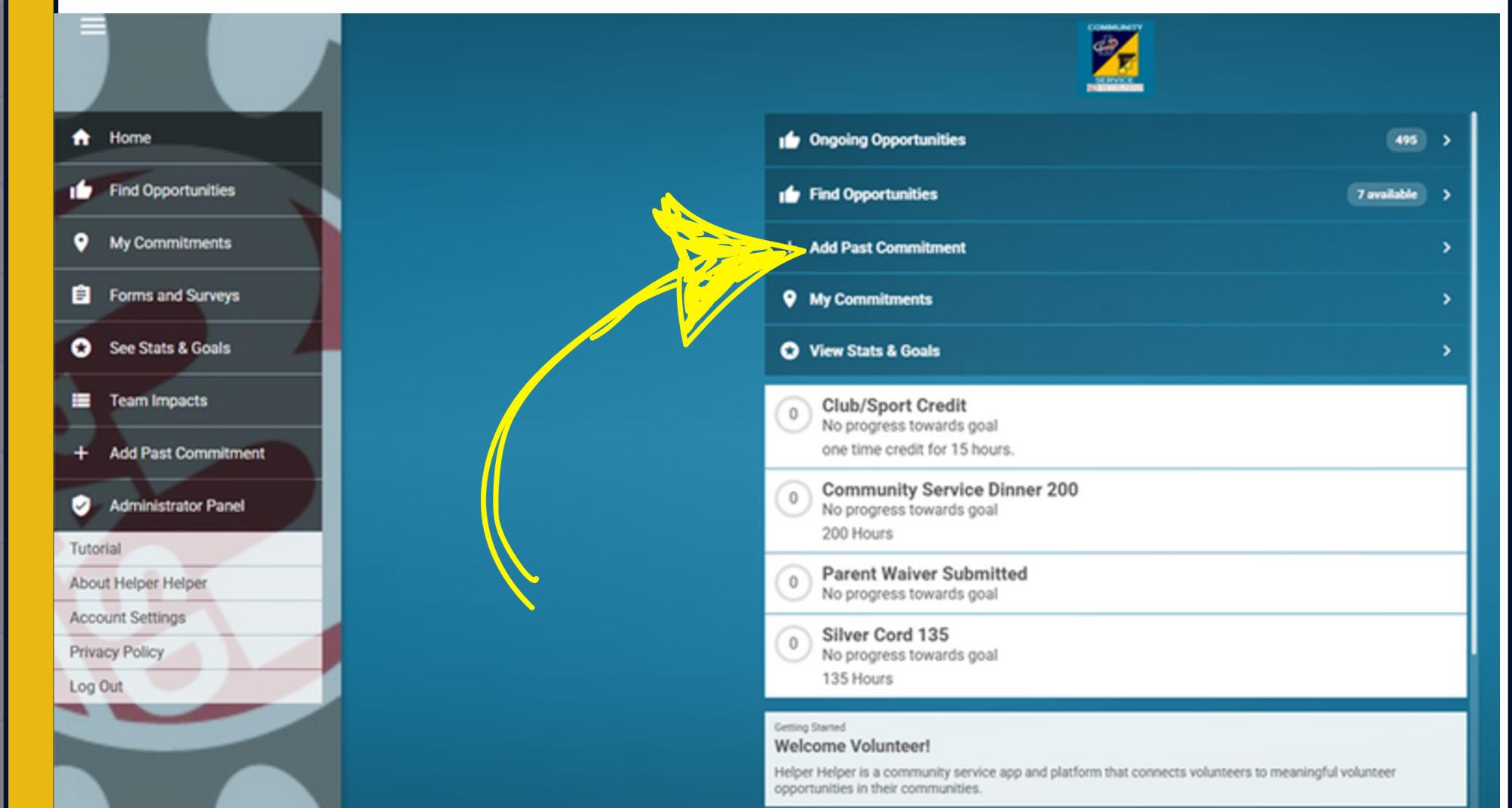
RUBRIC
FORM



****You must submit both forms****

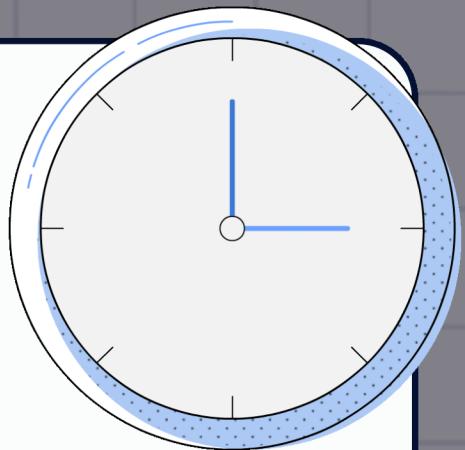
LOGGING SERVICE HOURS

Select “Add Past Commitment” to login your hours



The screenshot shows the Helper Helper app's main menu. On the left is a sidebar with icons for Home, Find Opportunities, My Commitments, Forms and Surveys, See Stats & Goals, Team Impacts, Add Past Commitment (which is highlighted with a yellow arrow), and Administrator Panel. Below the sidebar are links for Tutorial, About Helper Helper, Account Settings, Privacy Policy, and Log Out. The main content area has a teal header with the 'COMMUNITY SERVICE' logo. Below the header are sections for 'Ongoing Opportunities' (495 items) and 'Find Opportunities' (7 available). The 'Add Past Commitment' section is highlighted with a yellow arrow. The 'My Commitments' and 'View Stats & Goals' sections are also listed. Below these are four items: 'Club/Sport Credit' (0), 'Community Service Dinner 200' (0), 'Parent Waiver Submitted' (0), and 'Silver Cord 135' (0). At the bottom is a 'Getting Started' section with 'Welcome Volunteer!' and a brief description of the app's purpose, followed by a 'Respond' button.

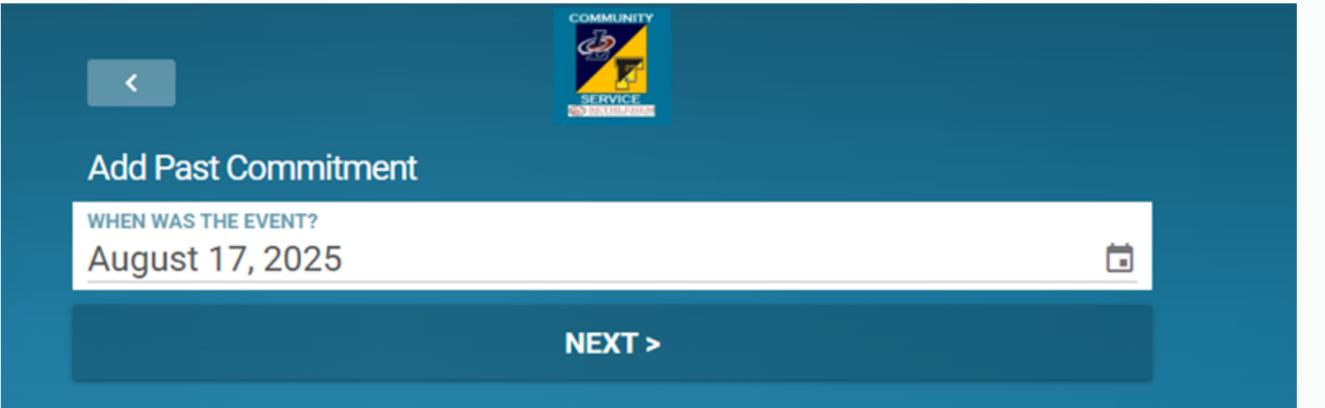
LOGGING SERVICE HOURS



**VOLUNTEERS
NEEDED**

- Select the date in which you volunteered.
- You should complete the log DAILY after each volunteer service.

LOGGING SERVICE HOURS



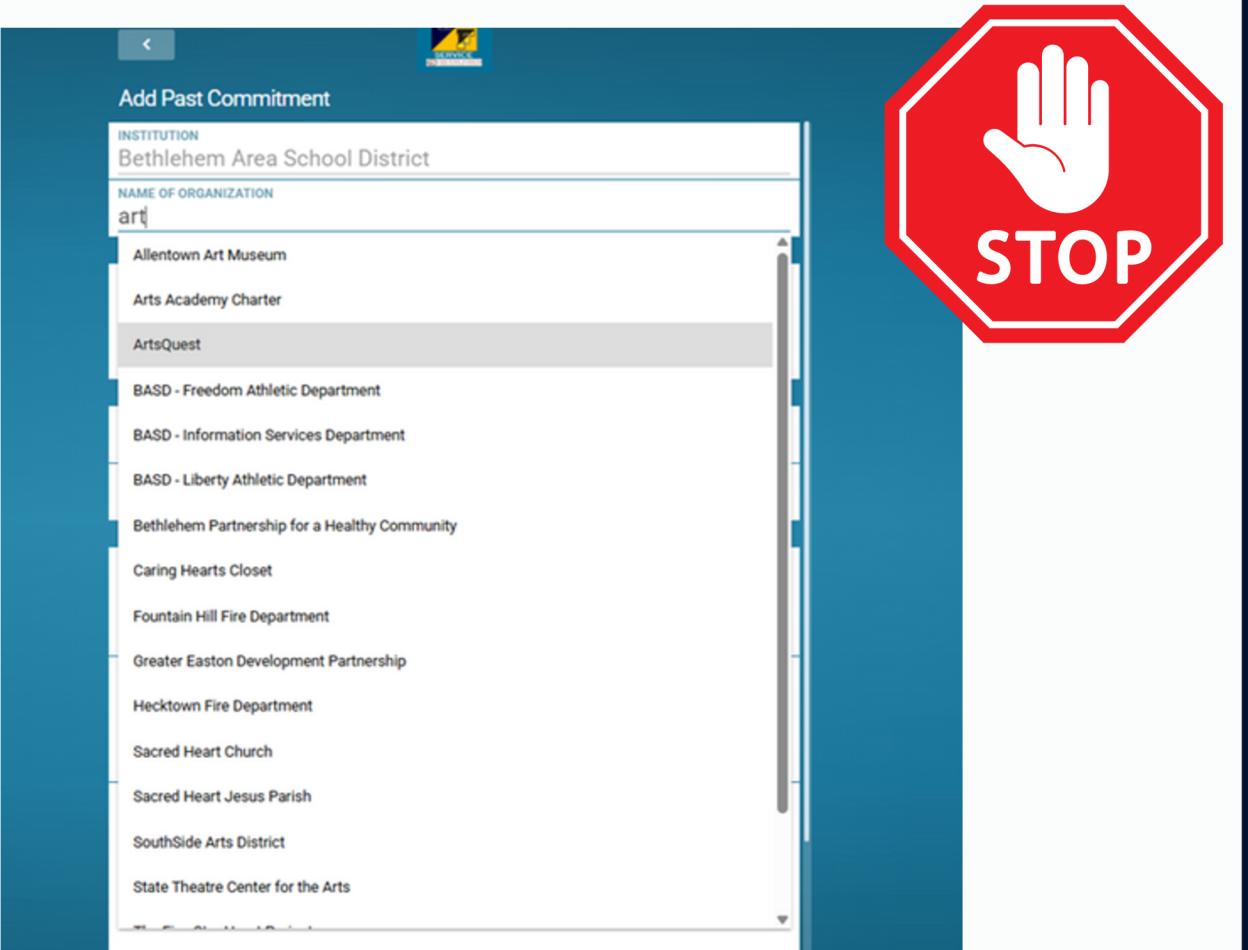
Community Service

Add Past Commitment

WHEN WAS THE EVENT?
August 17, 2025

NEXT >

You must choose the agency from the drop down menu, if the agency is not listed, is NOT an approved agency. You must submit a Request to Volunteer and Rubric Form.



Community Service

Add Past Commitment

INSTITUTION
Bethlehem Area School District

NAME OF ORGANIZATION
arts

ArtsQuest

WHAT DID YOU DO?
NAME OF OPPORTUNITY
Musikfest

CATEGORY OF NEED
Arts and Culture

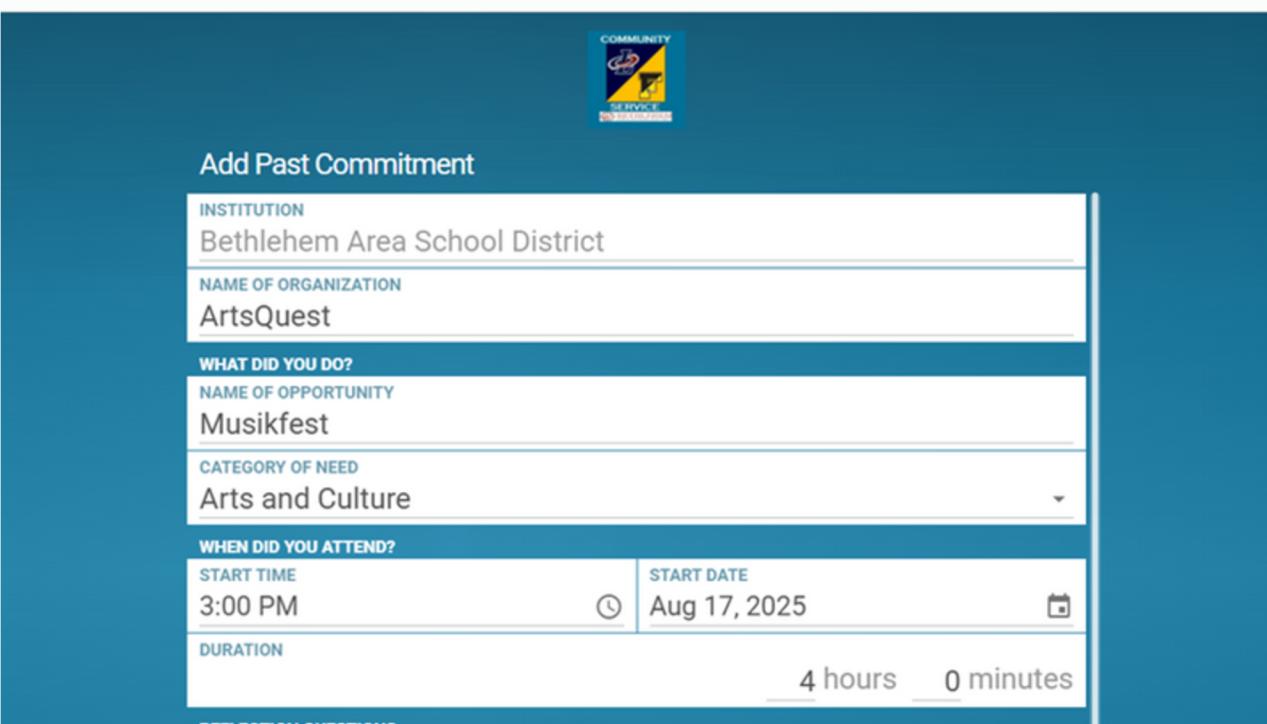
WHEN DID YOU ATTEND?
START TIME
3:00 PM

START DATE
Aug 17, 2025

DURATION
4 hours 0 minutes

REFLECTION QUESTIONS

- Follow the prompts to fill in the fields.
- You will need the organization name, service activity, time and volunteer hours



Community Service

Add Past Commitment

INSTITUTION
Bethlehem Area School District

NAME OF ORGANIZATION
ArtsQuest

WHAT DID YOU DO?
NAME OF OPPORTUNITY
Musikfest

CATEGORY OF NEED
Arts and Culture

WHEN DID YOU ATTEND?
START TIME
3:00 PM

START DATE
Aug 17, 2025

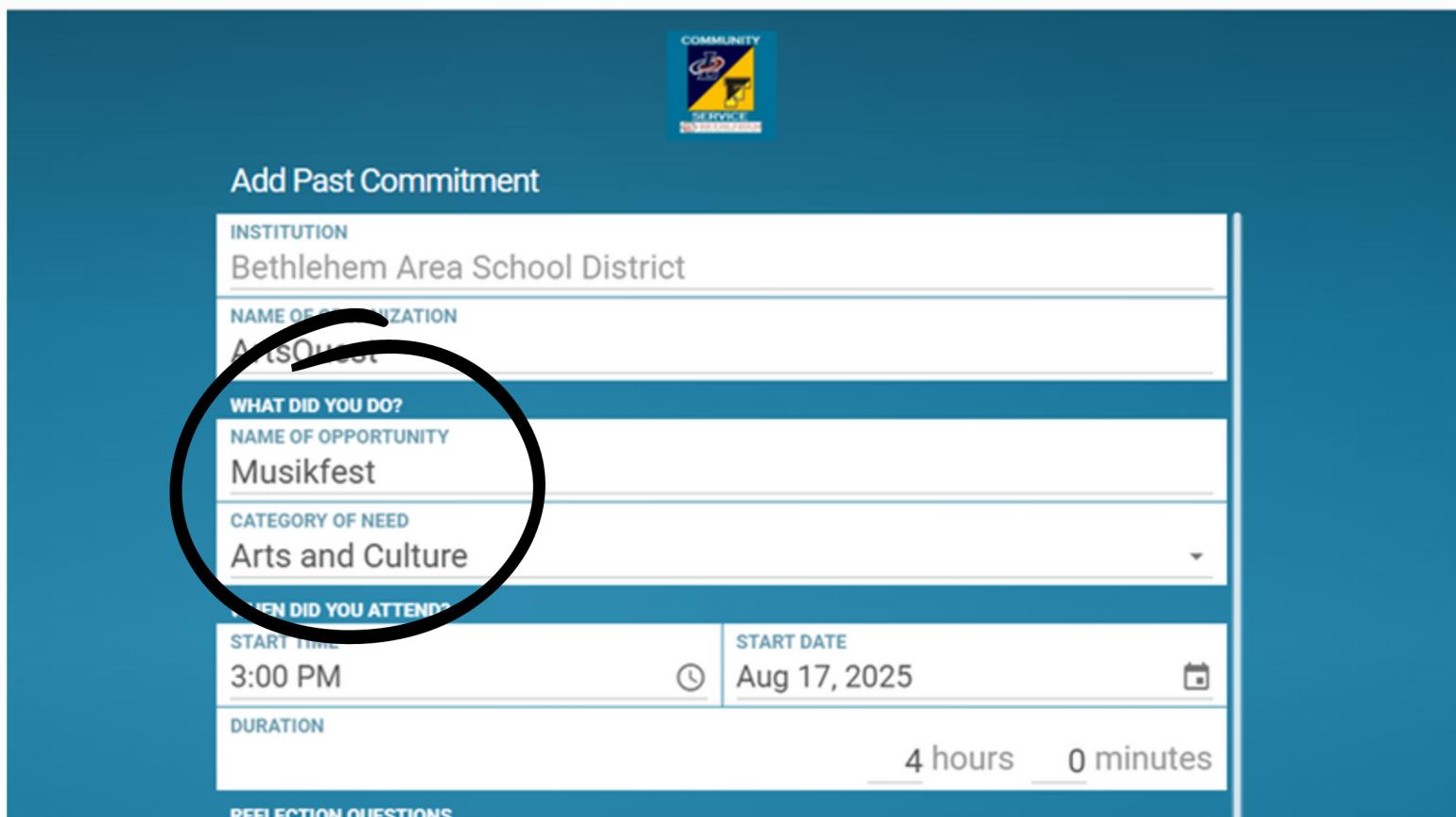
DURATION
4 hours 0 minutes

REFLECTION QUESTIONS

LOGGING SERVICE HOURS

“Name of opportunity” will be the name of the volunteer event or description of your role as a volunteer.

“Category or Need” field will automatically populate.

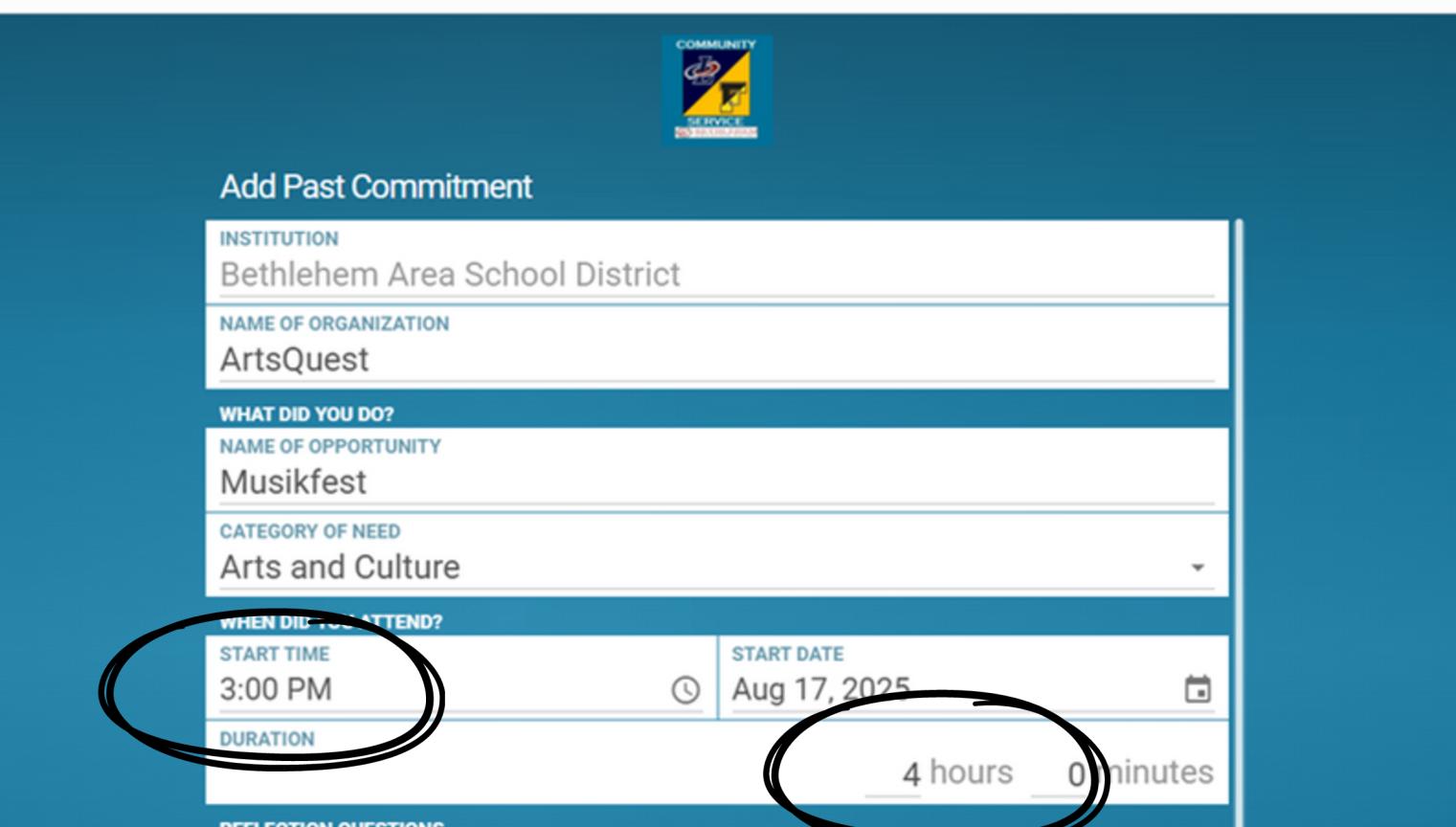


The screenshot shows a form titled "Add Past Commitment". The "INSTITUTION" field is set to "Bethlehem Area School District". The "NAME OF ORGANIZATION" field is set to "ArtsQuest". The "WHAT DID YOU DO?" field is set to "Musikfest". The "NAME OF OPPORTUNITY" field is also set to "Musikfest". The "CATEGORY OF NEED" field is set to "Arts and Culture". The "WHEN DID YOU ATTEND?" section shows a "START TIME" of "3:00 PM" and a "START DATE" of "Aug 17, 2025". The "DURATION" is listed as "4 hours 0 minutes".

Volunteer hours completed during school hours (7:30am to 2:30pm) will not be accepted/approved.

Only previously approved events will be awarded.

Be sure to verify your start time and amount of hours before submitting



The screenshot shows the same "Add Past Commitment" form. The "INSTITUTION" and "NAME OF ORGANIZATION" fields are the same as the first screenshot. The "WHAT DID YOU DO?" field is set to "Musikfest". The "NAME OF OPPORTUNITY" field is set to "Musikfest". The "CATEGORY OF NEED" field is set to "Arts and Culture". The "WHEN DID YOU ATTEND?" section has a "START TIME" of "3:00 PM" and a "START DATE" of "Aug 17, 2025". The "DURATION" is listed as "4 hours 0 minutes". Two fields are circled in black: the "START TIME" and the "DURATION".

LOGGING SERVICE HOURS

- You will not be able to submit hours without completing the reflection questions. If you are repeating a service activity and have previously answered the reflection questions, you can simply type “see previous entry”.

REFLECTION QUESTIONS

WHAT DID YOUR ROLE AS A VOLUNTEER INCLUDE?

WHAT IS A STRENGTH OR WEAKNESS YOU LEARNED ABOUT YOURSELF THROUGH THIS EXPERIENCE? (A NEW SKILL, INTEREST, ETC.)

WHAT WAS THE MOST REWARDING OR CHALLENGING PART OF YOUR VOLUNTEER EXPERIENCE?

PLEASE PROVIDE ANY FEEDBACK ON YOUR VOLUNTEER SERVICE AT THIS ORGANIZATION.

LOGGING SERVICE HOURS

- You will need the name and email address of the agency/organizations' coordinator.
- It is extremely important that you have the correct email address otherwise your hours will not be validated.

WHO CAN VALIDATE ATTENDANCE?

COORDINATOR FIRST AND LAST NAME
Cory Stevens

COORDINATOR EMAIL ADDRESS
cstevens@arsquest.org

MESSAGE TO COORDINATOR (PLEASE DESCRIBE)
Thank you for allowing me to participate at the musikfest event.

SUBMIT COMMITMENT

Community Service Learning

Commitment Details

This commitment has been submitted.

ARTSQUEST
Musikfest

August 17, 2025

YOU ATTENDED FOR 4 HOURS
 3:00 PM - 7:00 PM

EDIT

ADD A PHOTO FROM THIS EVENT

CATEGORY
ARTS AND CULTURE

COORDINATOR
Cory Stevens
cstevens@arsquest.org

Once your hours are approved/validated by the agency's coordinator, the Community Service office can do the final approval.



CLUB/SPORTS

CLUBS/SPORTS



YOU WILL ONLY RECEIVE CREDIT
FOR ONE OR THE OTHER, YOU
WILL NOT BE AWARDED 15 HOURS
FOR EACH (CLUB AND SPORT)



CLUB

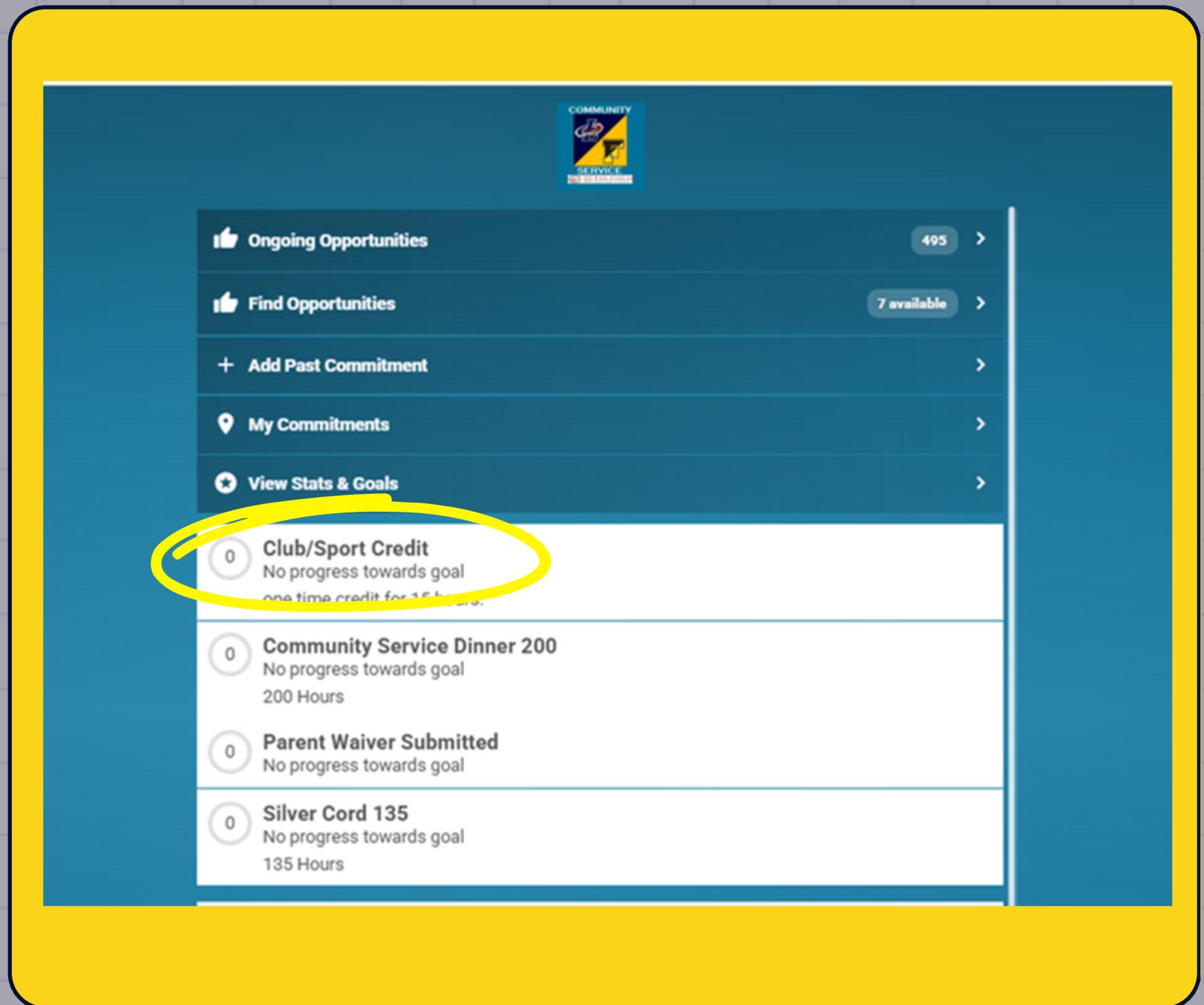
You will earn 15 hours for
participating in a
club OR sport throughout your
four years of High School.



SPORTS

You will earn 15 hours for
participating in a
sport OR club throughout
your four years of High School.

CLUB/SPORTS



The screenshot shows a mobile application interface for managing club and sports activities. At the top, there is a navigation bar with a logo for 'COMMUNITY SERVICE' and several menu items: 'Ongoing Opportunities' (495 items), 'Find Opportunities' (7 available), 'Add Past Commitment', 'My Commitments', and 'View Stats & Goals'. Below this, a yellow circle highlights the 'Club/Sport Credit' section, which displays '0' progress towards a goal of 'No progress towards goal' (one time credit for 15 hours). Other listed items include 'Community Service Dinner 200' (0 progress, 200 hours), 'Parent Waiver Submitted' (0 progress), and 'Silver Cord 135' (0 progress, 135 hours).

Club

CLUB/SPORTS HOURS

Hours will be entered by the Community Service Office at the end of each sport season and at the end of the year for clubs.



Incentives

You can earn a **Silver Cord** with
135 hours of community service



You can participate in our
Community Service Award dinner
with **200+ volunteer hours**

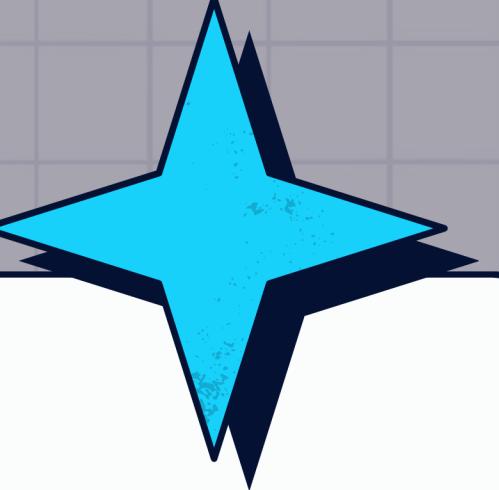


JOB SHADOWING

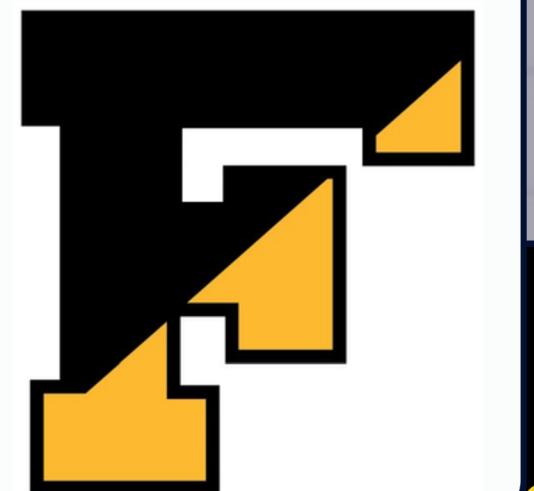
You can earn up to 15 hours for Job Shadowing as part of the Career Pathway program.

****See your guidance counselor for additional information.****

JOB SHADOWING



COMMUNITY SERVICE COORDINATORS



Jeniffer Medina-Santiago
Community Service Coordinator
Freedom High School
jmedinasantiago@basdschools.org
610-867-5843 Ext. 53172



Langston H. Ross
Community Service Coordinator
Liberty High School
lhross@basdschools.org
610-691-7200 Ext. 50172