



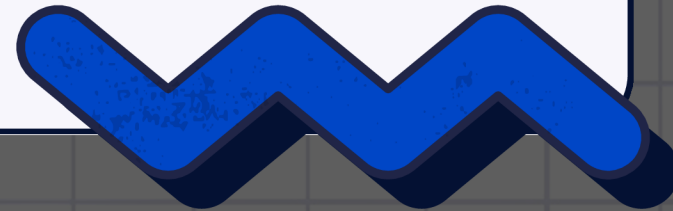
# HELPER HELPER TUTORIAL



BASD'S COMMUNITY SERVICE PLATFORM



# #HelperHelper



## 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.





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Helper Helper



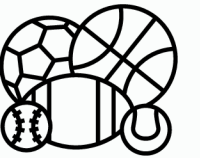
Logging  
Volunteer Hours



Parent  
Waiver



Club & Sports



Find  
Opportunities  
(Sign up)



Job  
Shadowing



Ongoing  
Opportunities



Community  
Service  
Contact



LOG IN



VISIT THE MOBILE APP



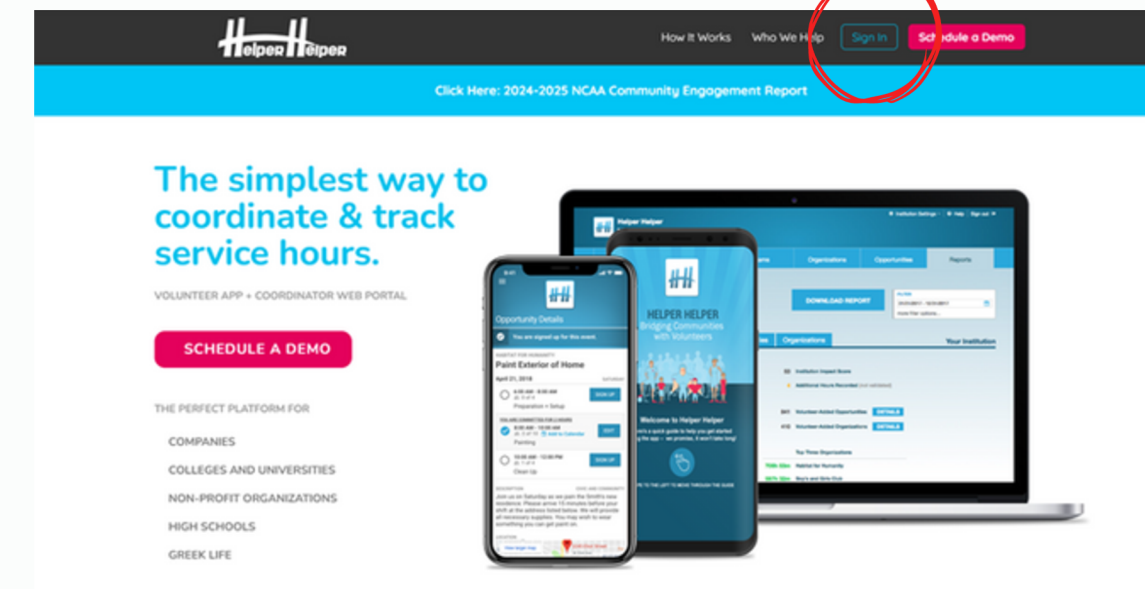
# LOGGING IN

VISIT HELPERHELPER.COM

CLICK ON "SIGN IN"



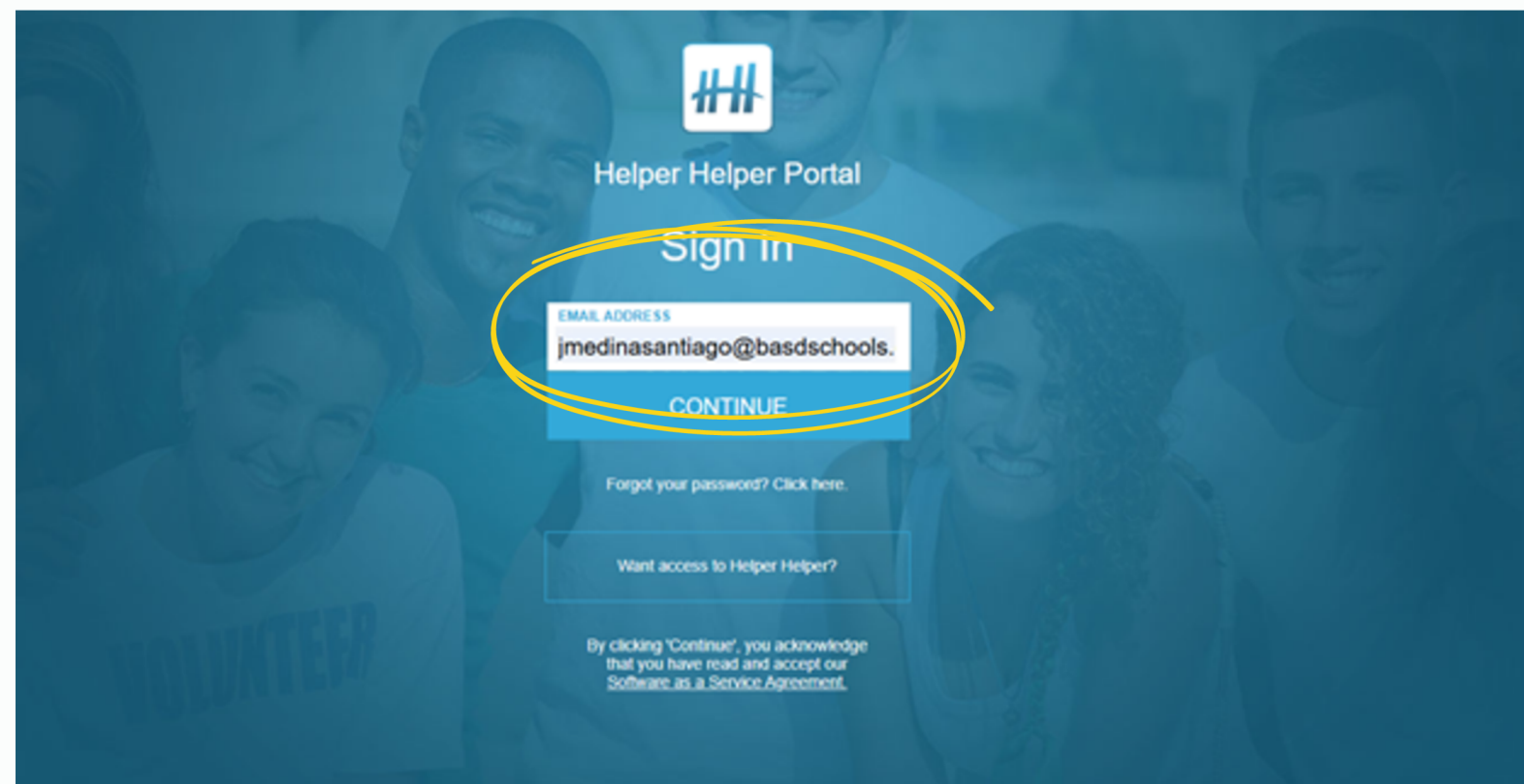
You'll use your BASD email, along with your existing password to log in.



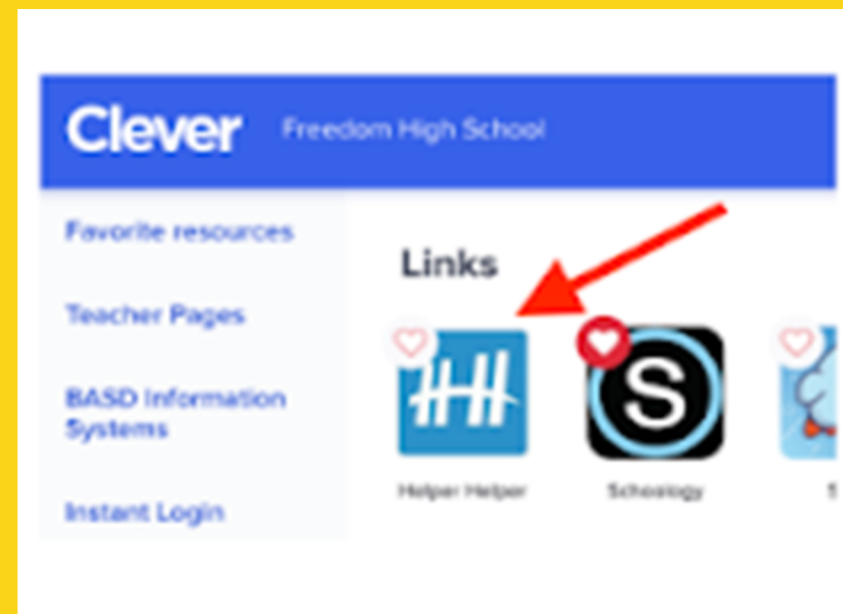
## LOGGING IN

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

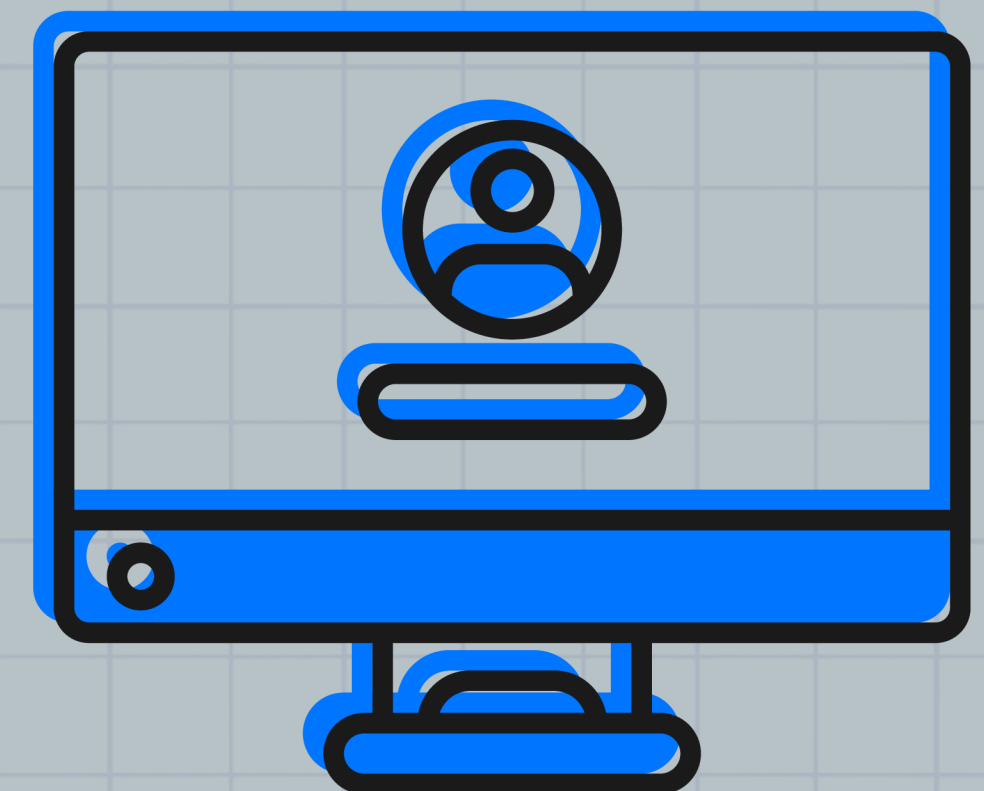
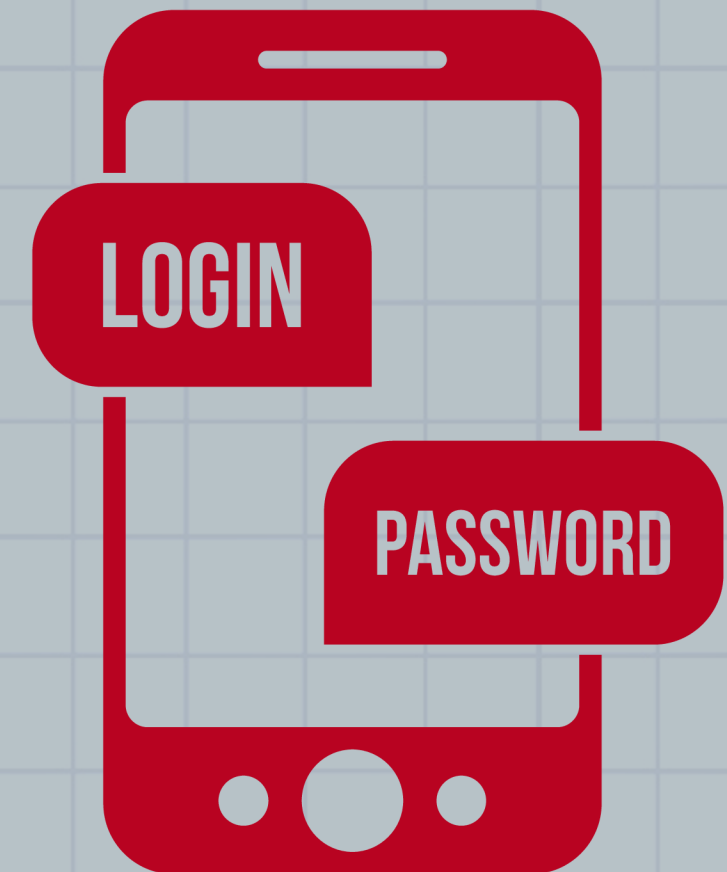
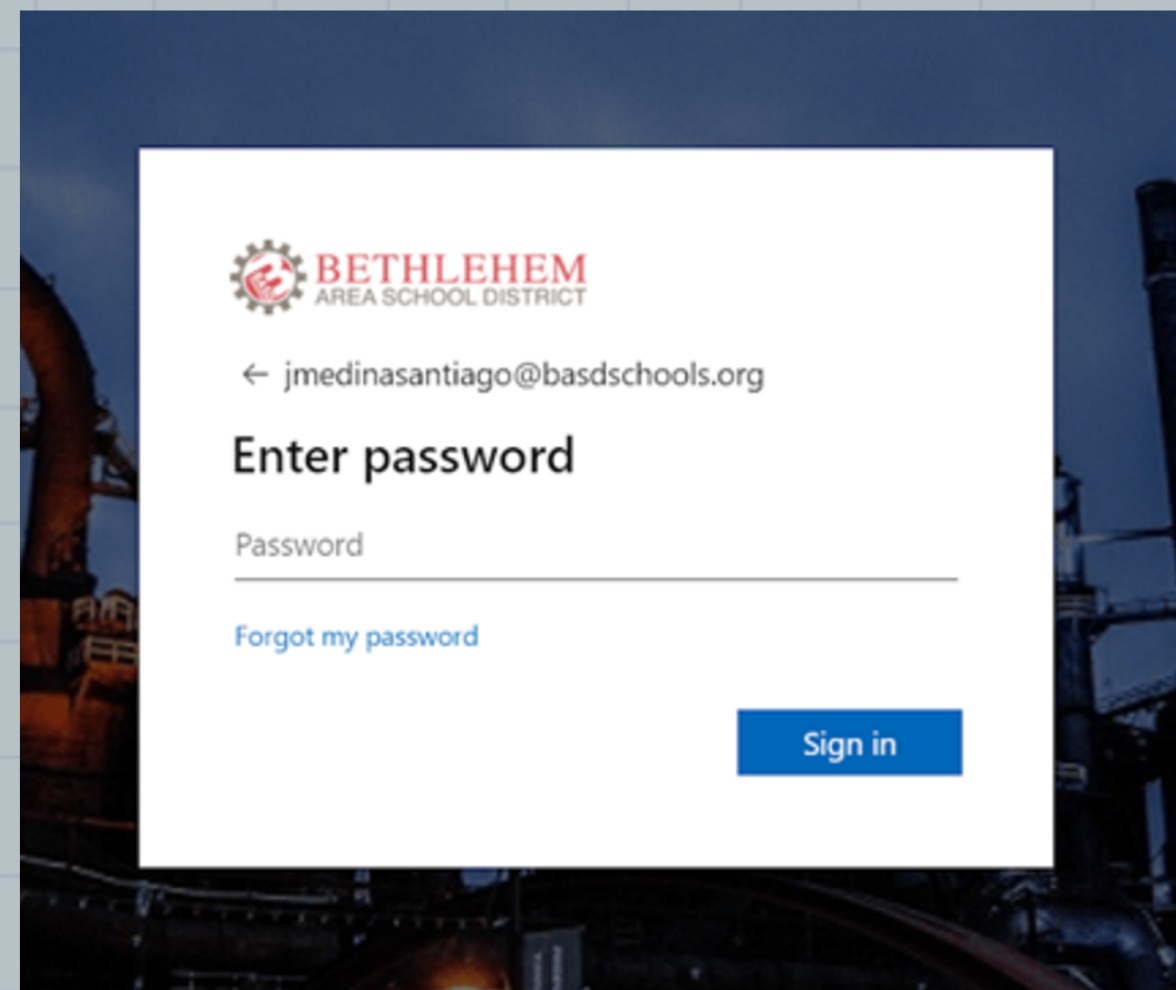
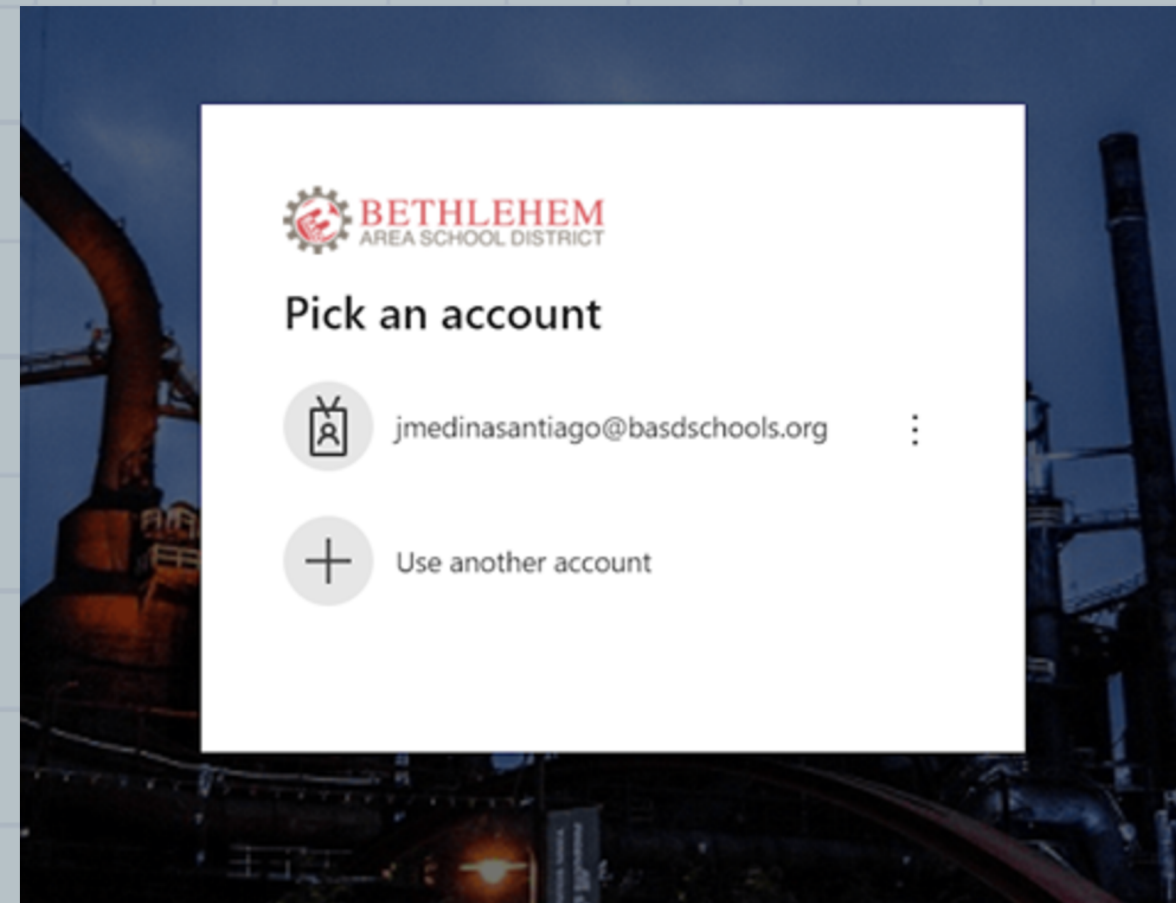




## Logging in



**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

# FIND OPPORTUNITIES

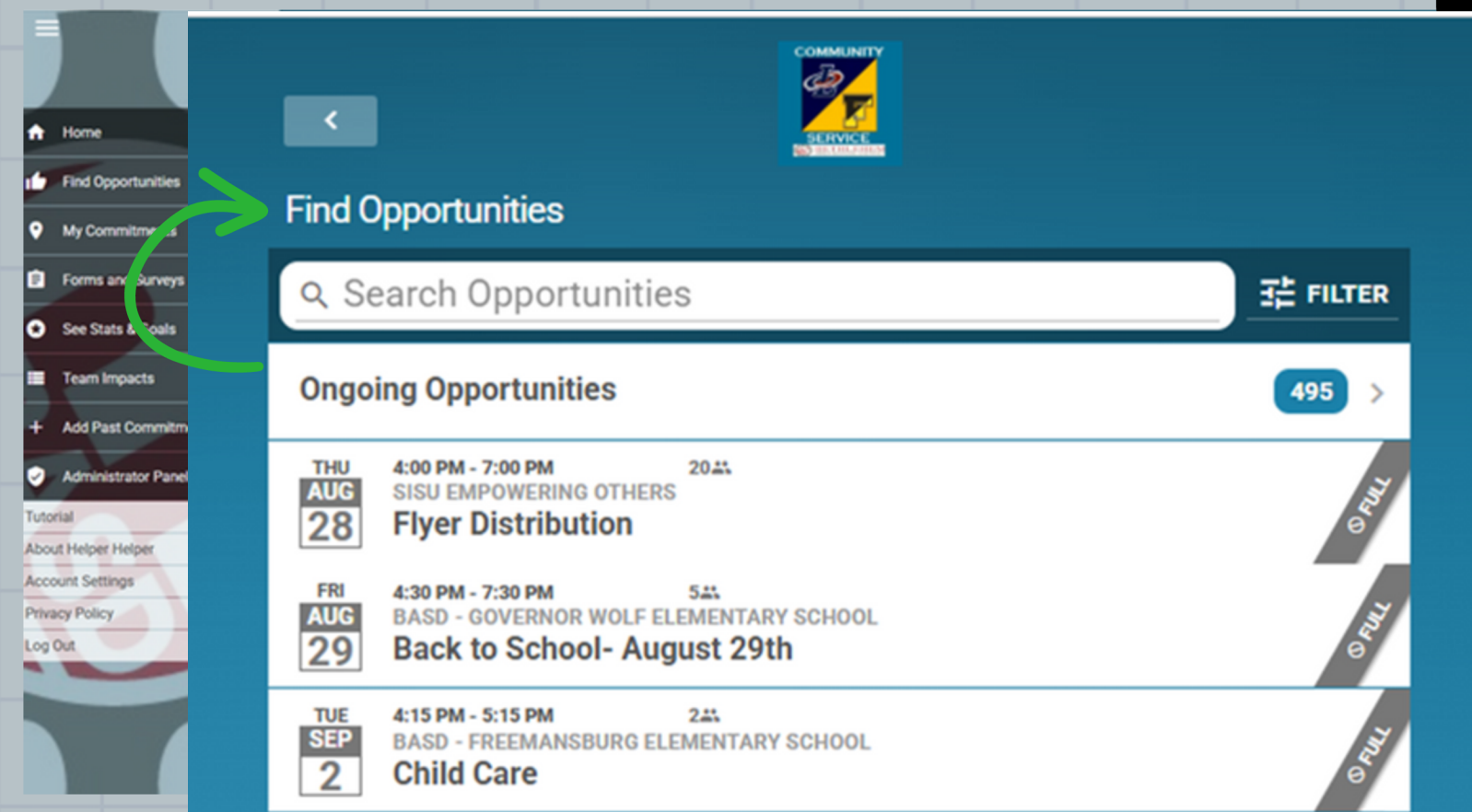
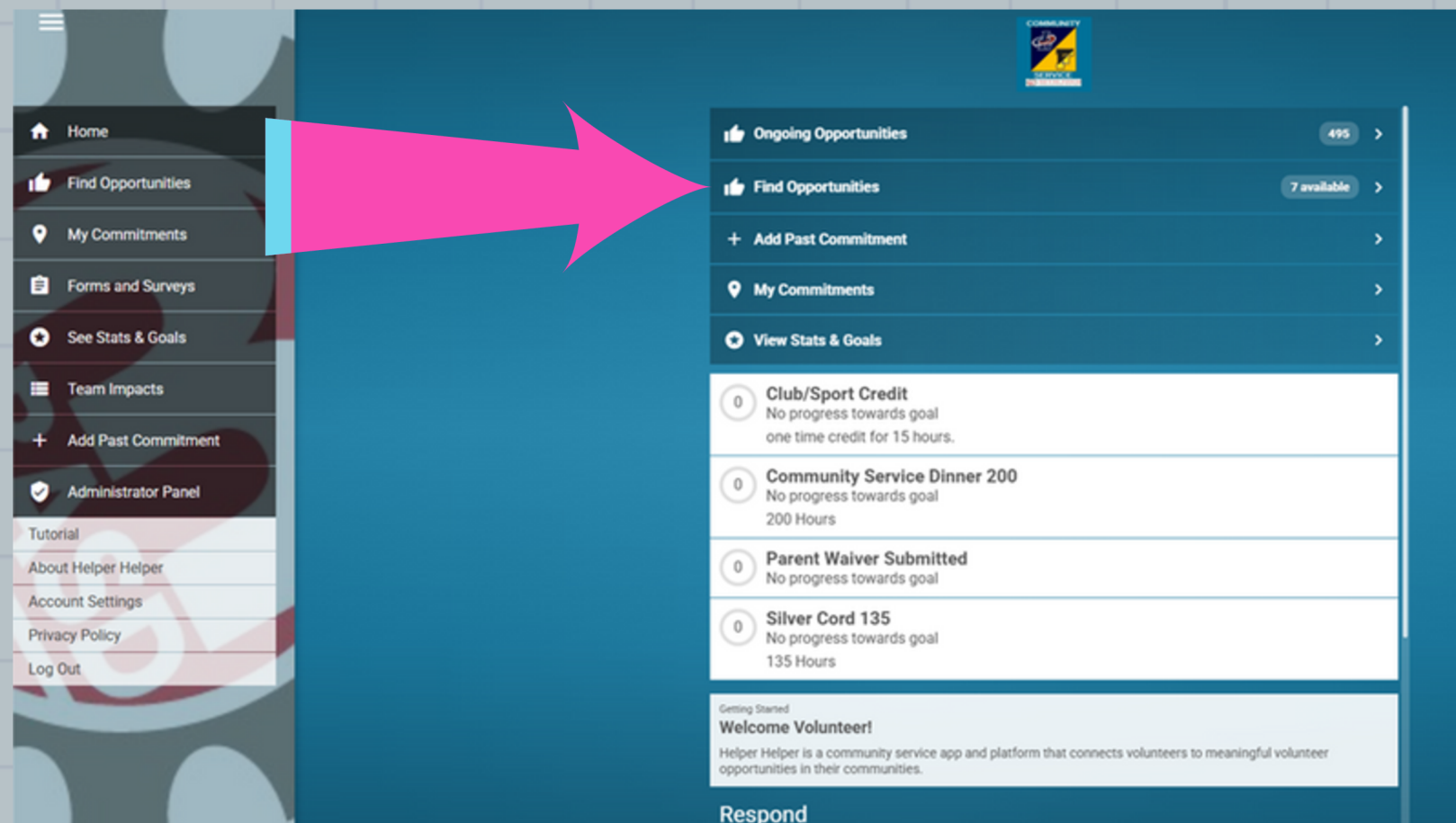


# SIGN UP

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.

Get used to logging in to the app **daily** that way you can sign up as soon as the opportunities are posted.





## ONGOING OPPORTUNITIES

# ONGOING OPPORTUNITIES

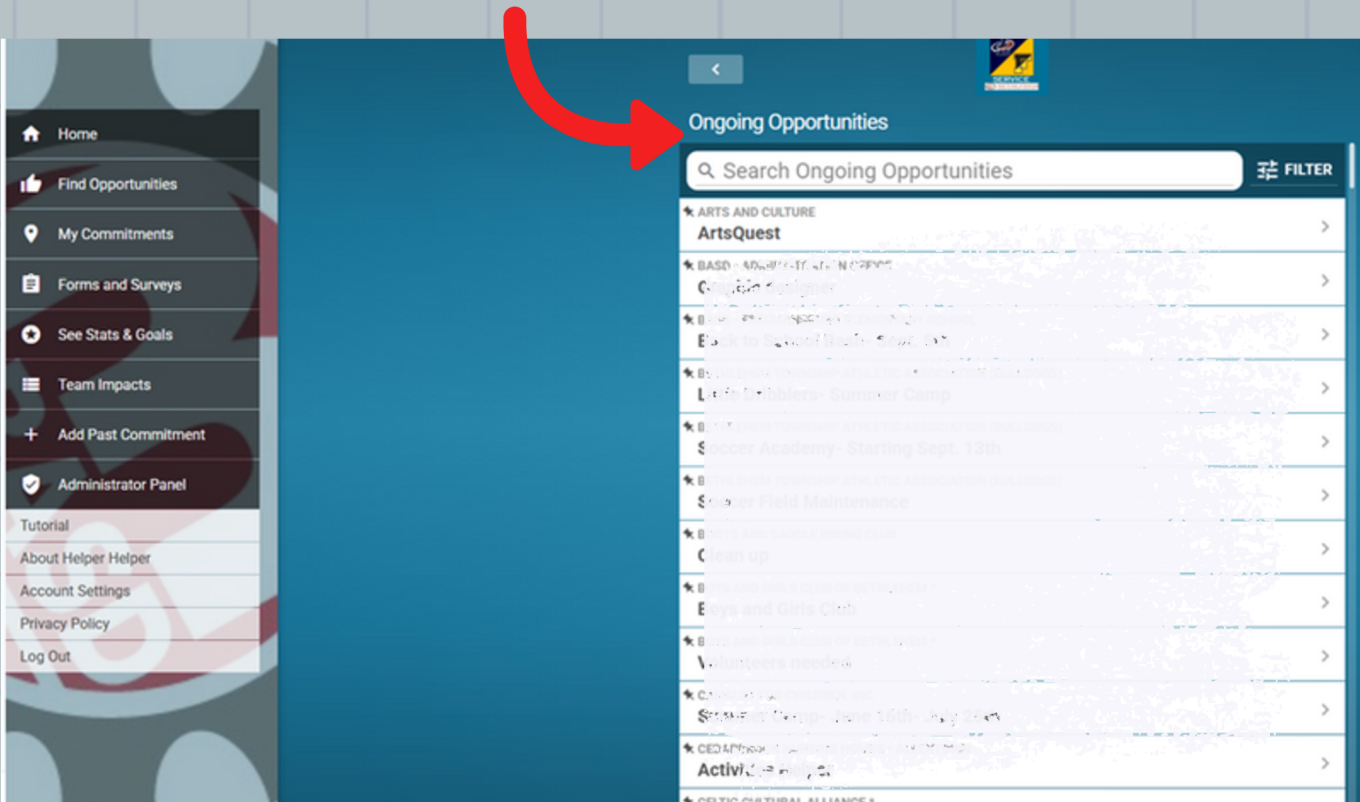
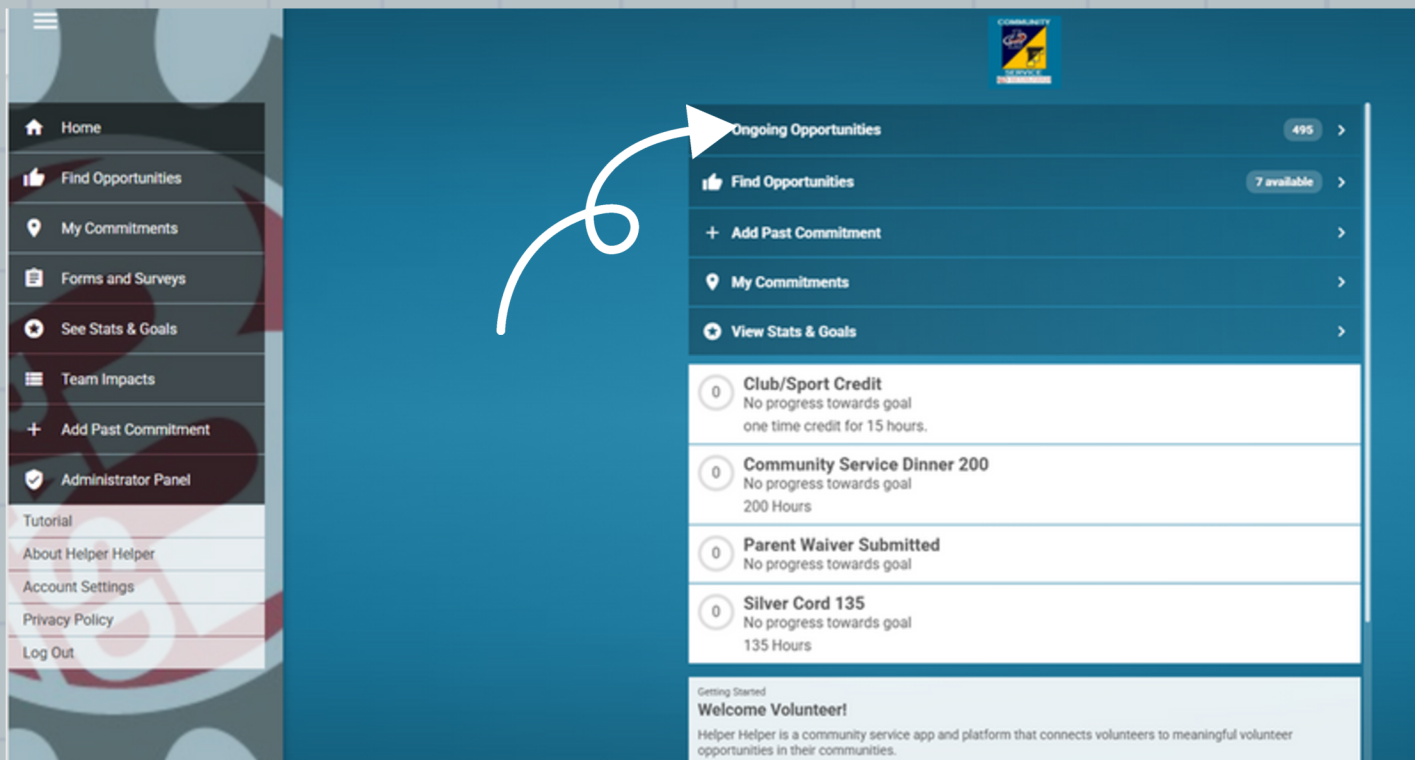
**MORE INFO** 



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\*\***



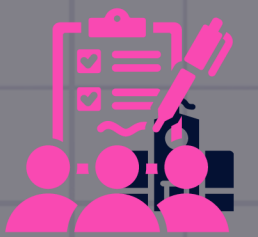
**\*If the site you are going to volunteer is not listed, you will need to submit a Request to Volunteer and Rubric form with supported documents to the Community Service Office for review.\***

# 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

# 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



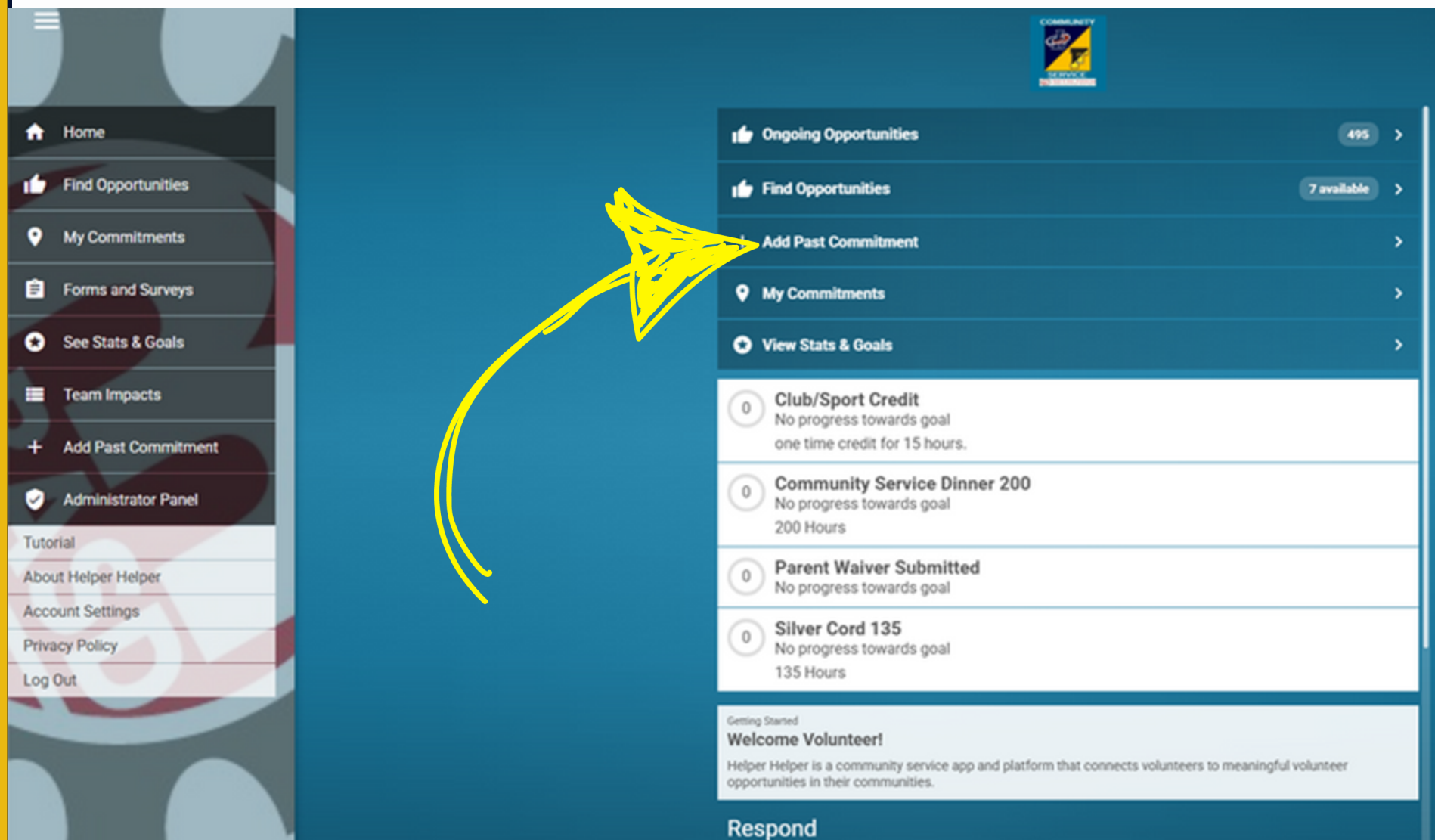
RUBRIC  
FORM



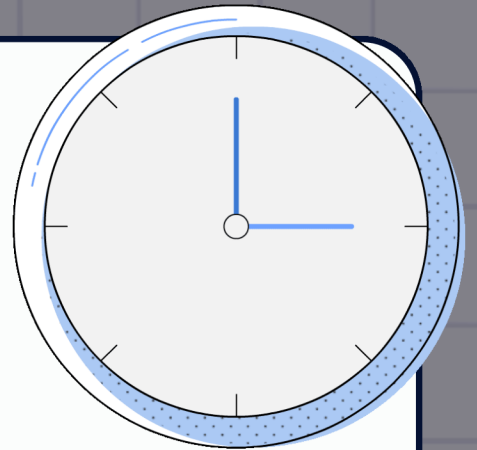
**\*\*You must submit both forms\*\***

## LOGGING SERVICE HOURS

Select **“Add Past Commitment”** to login your hours



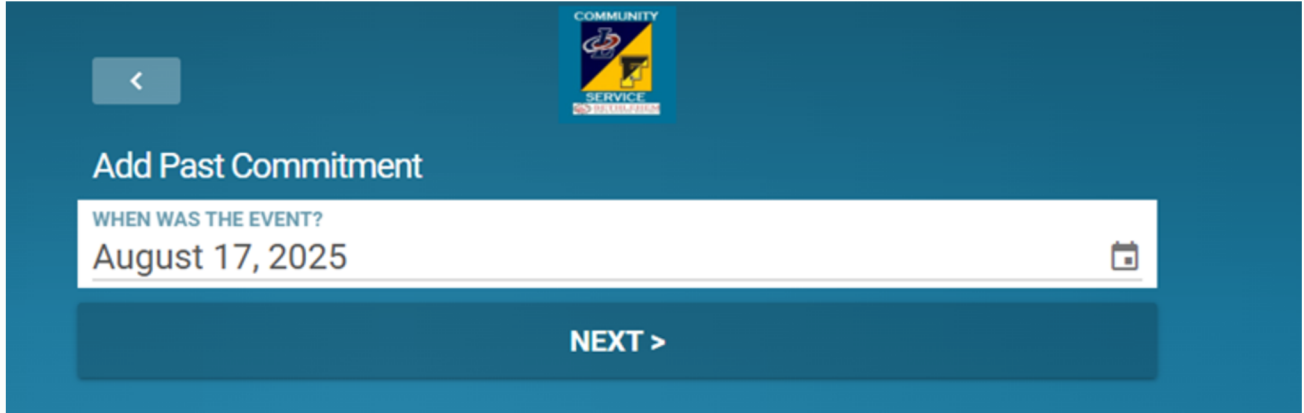
# LOGGING SERVICE HOURS



# VOLUNTEERS NEEDED

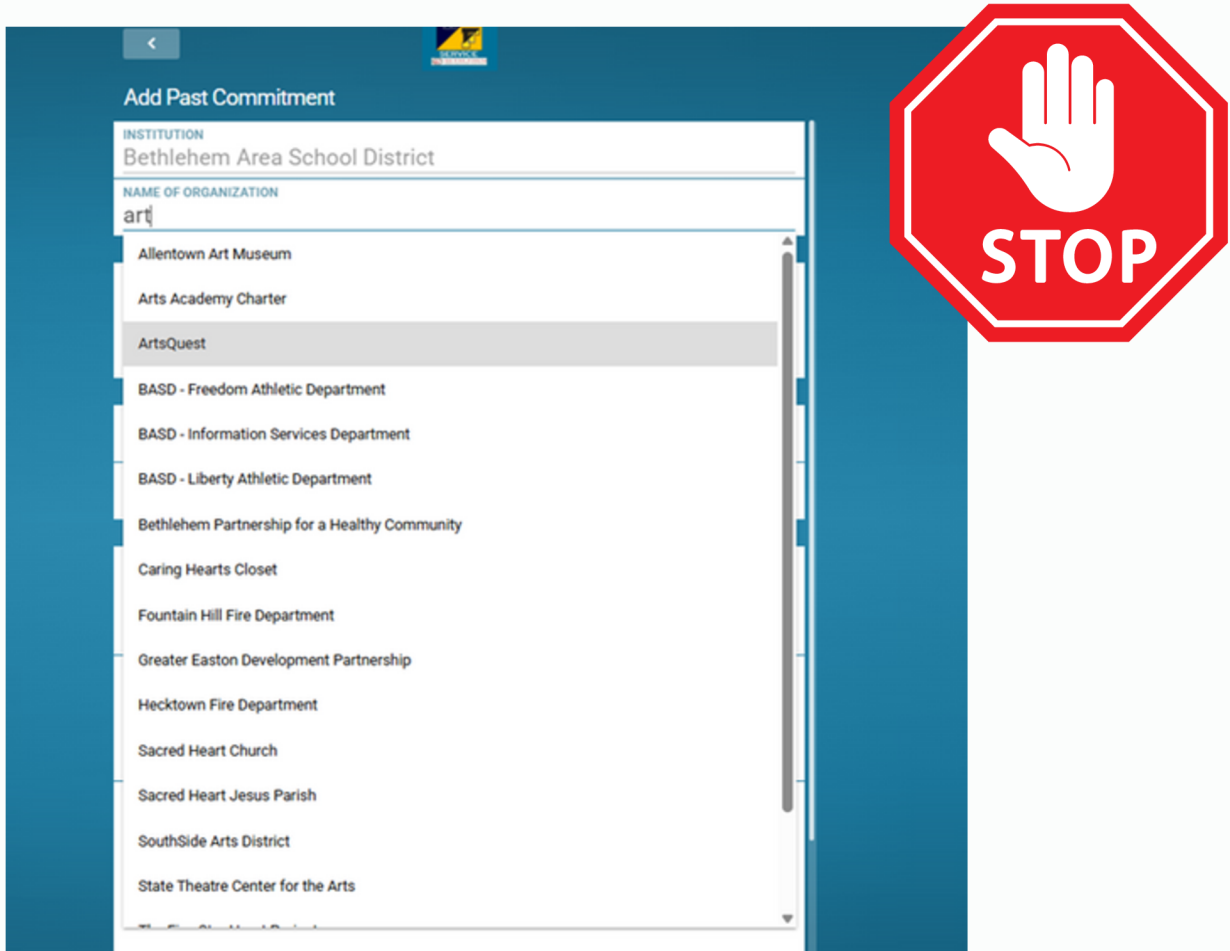
LOGGING SERVICE HOURS

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



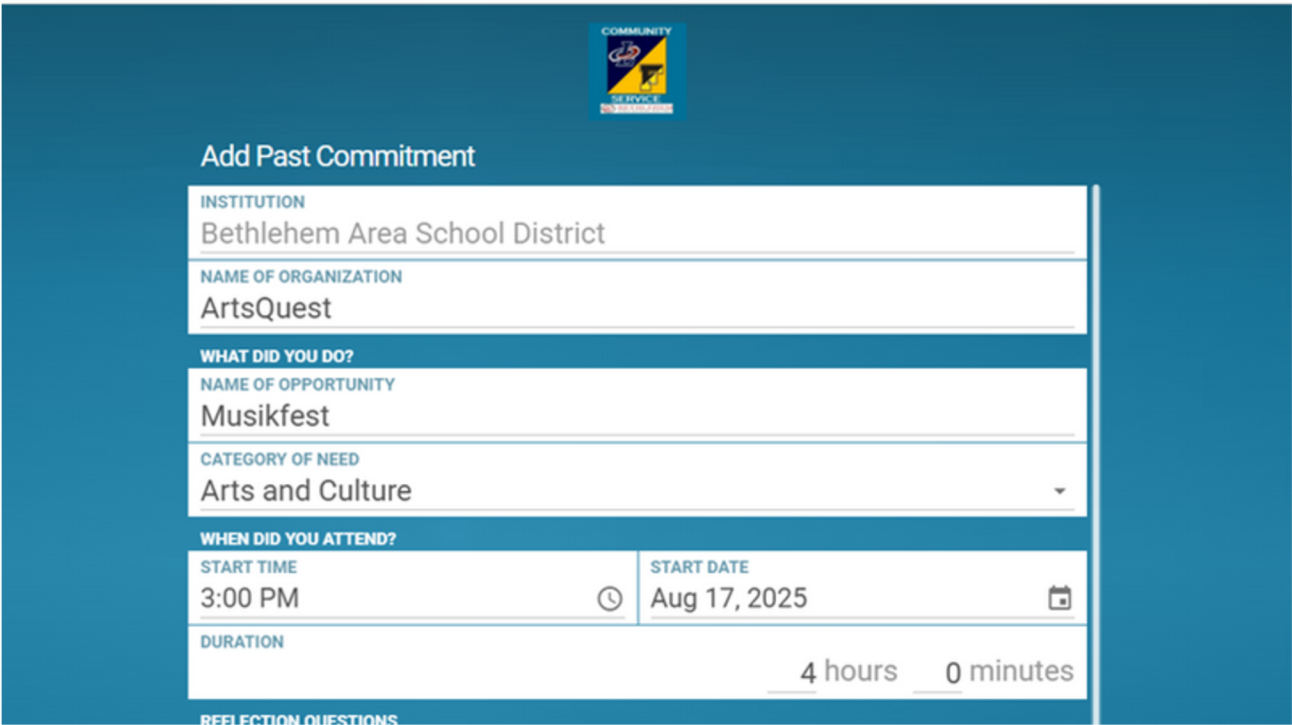
The screenshot shows the 'Add Past Commitment' form. At the top left is a back arrow. To the right is the 'COMMUNITY SERVICE' logo. Below the logo is the text 'Add Past Commitment'. Underneath is a field labeled 'WHEN WAS THE EVENT?' with the date 'August 17, 2025' entered. To the right of the date is a calendar icon. At the bottom is a blue button labeled '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**.



The screenshot shows the 'Add Past Commitment' form with the agency selection dropdown menu open. The dropdown list includes: Allentown Art Museum, Arts Academy Charter, ArtsQuest (highlighted), BASD - Freedom Athletic Department, BASD - Information Services Department, BASD - Liberty Athletic Department, Bethlehem Partnership for a Healthy Community, Caring Hearts Closet, Fountain Hill Fire Department, Greater Easton Development Partnership, Hecktown Fire Department, Sacred Heart Church, Sacred Heart Jesus Parish, SouthSide Arts District, and State Theatre Center for the Arts. A red octagonal stop sign with a white hand icon and the word 'STOP' is overlaid on the right side of the dropdown menu.

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



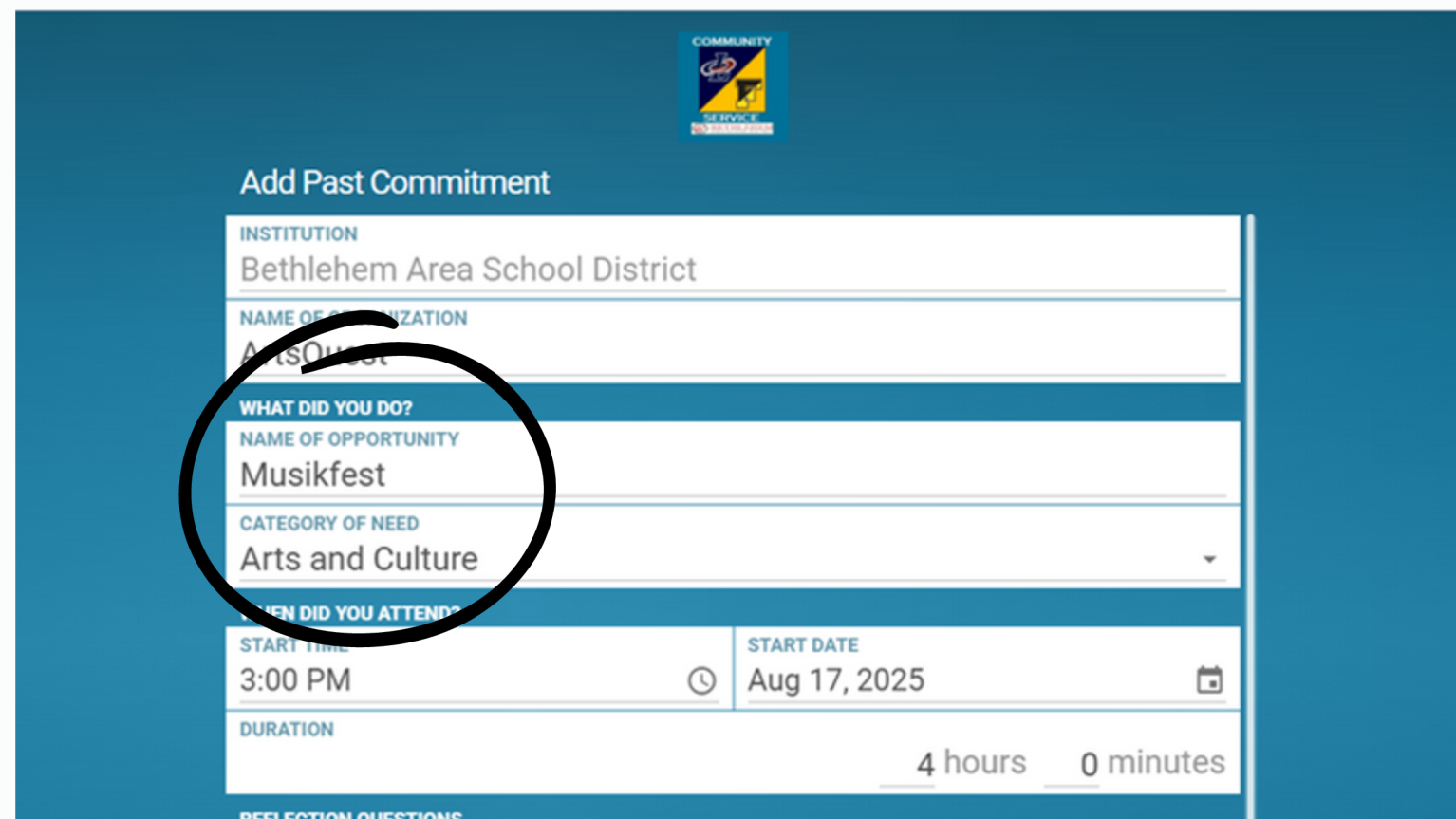
The screenshot shows the 'Add Past Commitment' form with the following fields filled out: INSTITUTION: Bethlehem Area School District; NAME OF ORGANIZATION: ArtsQuest; WHAT DID YOU DO?: NAME OF OPPORTUNITY: Musikfest; CATEGORY OF NEED: Arts and Culture; WHEN DID YOU ATTEND?: START TIME: 3:00 PM; START DATE: Aug 17, 2025; DURATION: 4 hours 0 minutes. At the bottom, there is a section for '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.



COMMUNITY SERVICE

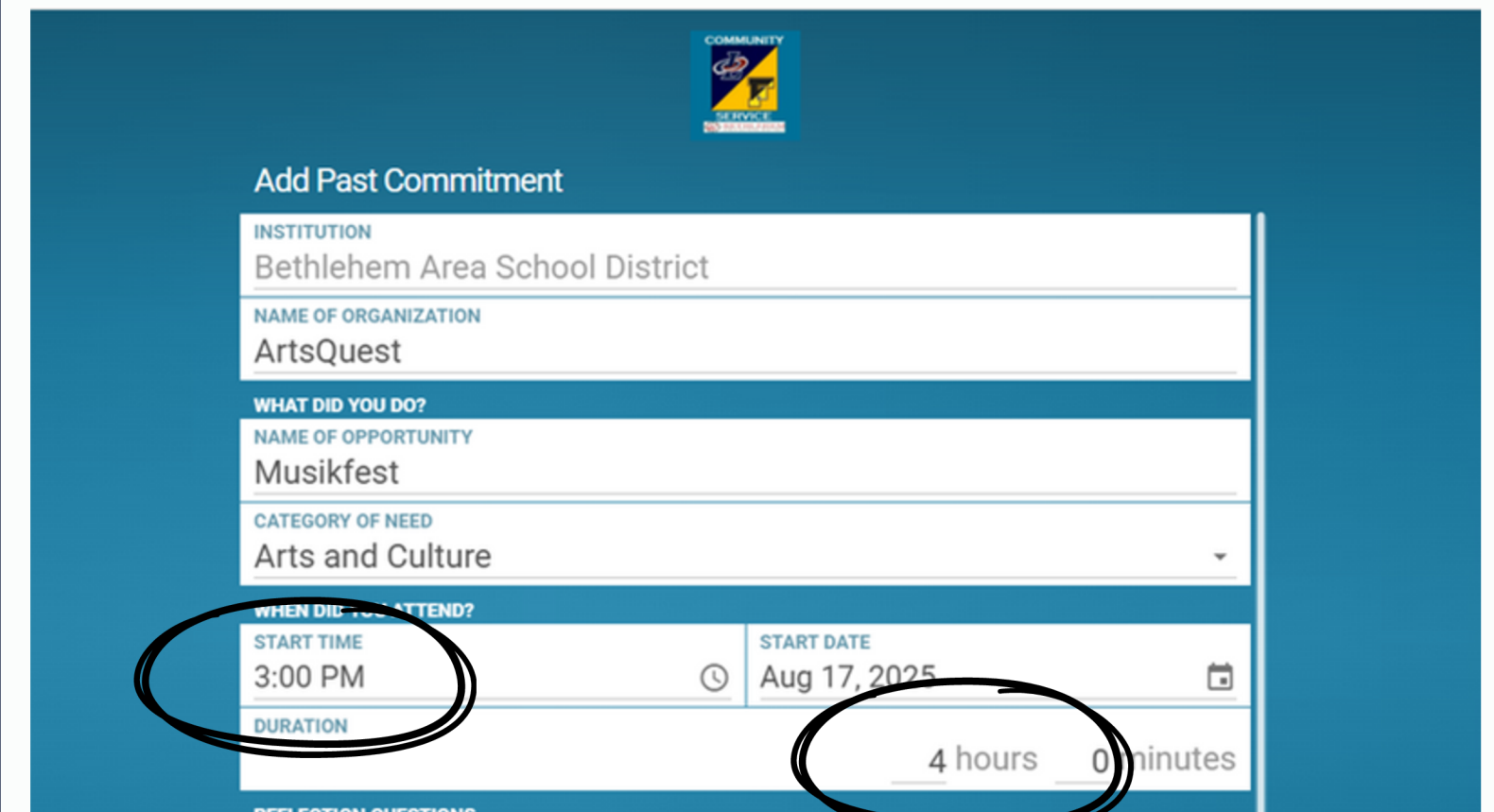
### Add Past Commitment

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	

**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**



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

- 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?

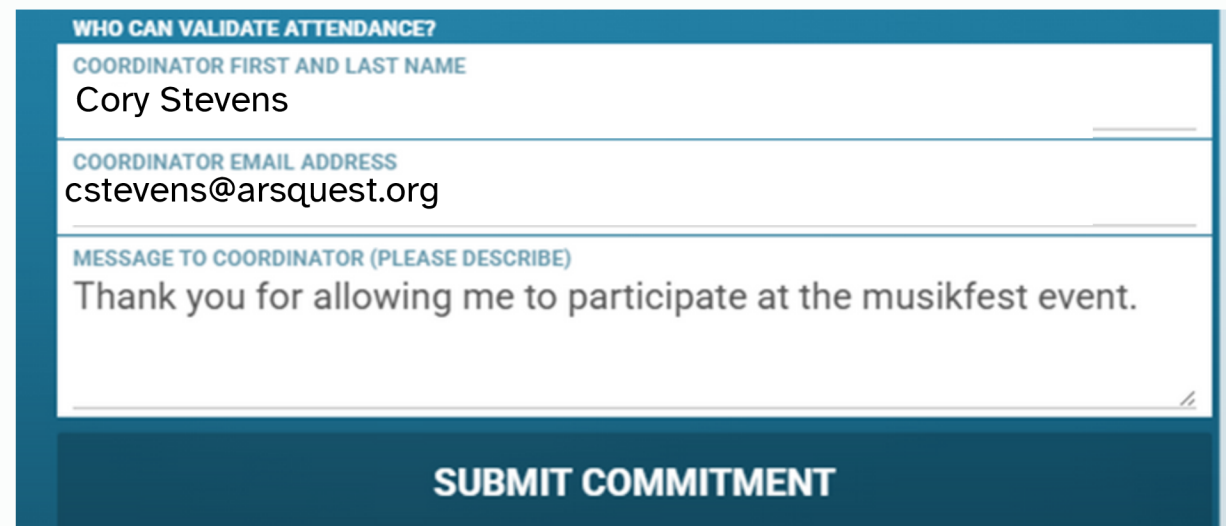
WHAT IS A STRENGTH OR WEAKNESS YOU LEARNED ABOUT YOURSELF THROUGH THIS EXPERIENCE? (A NEW SKILL, INTEREST, ETC.)

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.



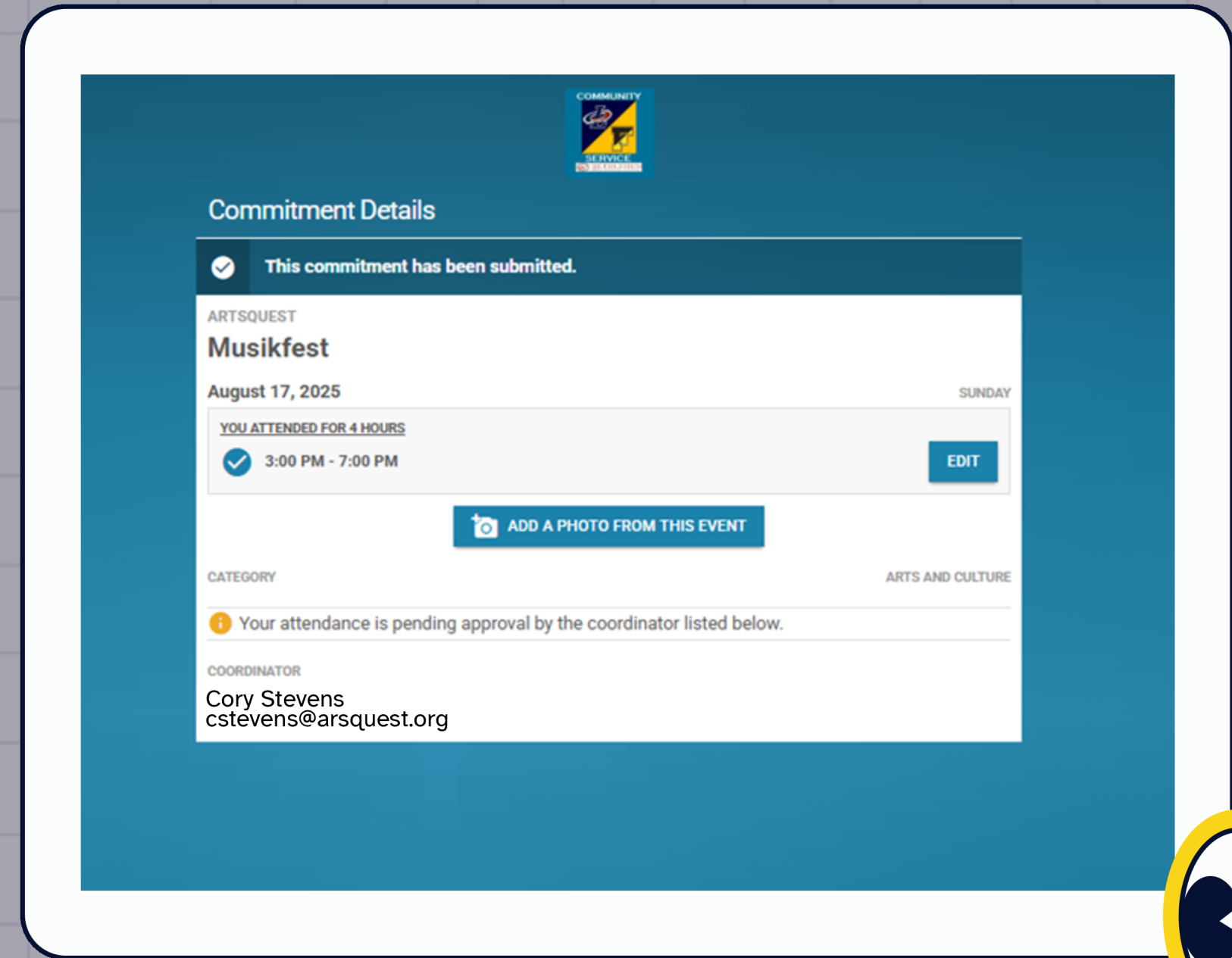
WHO CAN VALIDATE ATTENDANCE?

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



Commitment Details

✓ This commitment has been submitted.

ARTSQUEST  
**Musikfest**  
August 17, 2025 SUNDAY

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

ADD A PHOTO FROM THIS EVENT

CATEGORY ARTS AND CULTURE

ⓘ Your attendance is pending approval by the coordinator listed below.

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



## CLUB

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

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

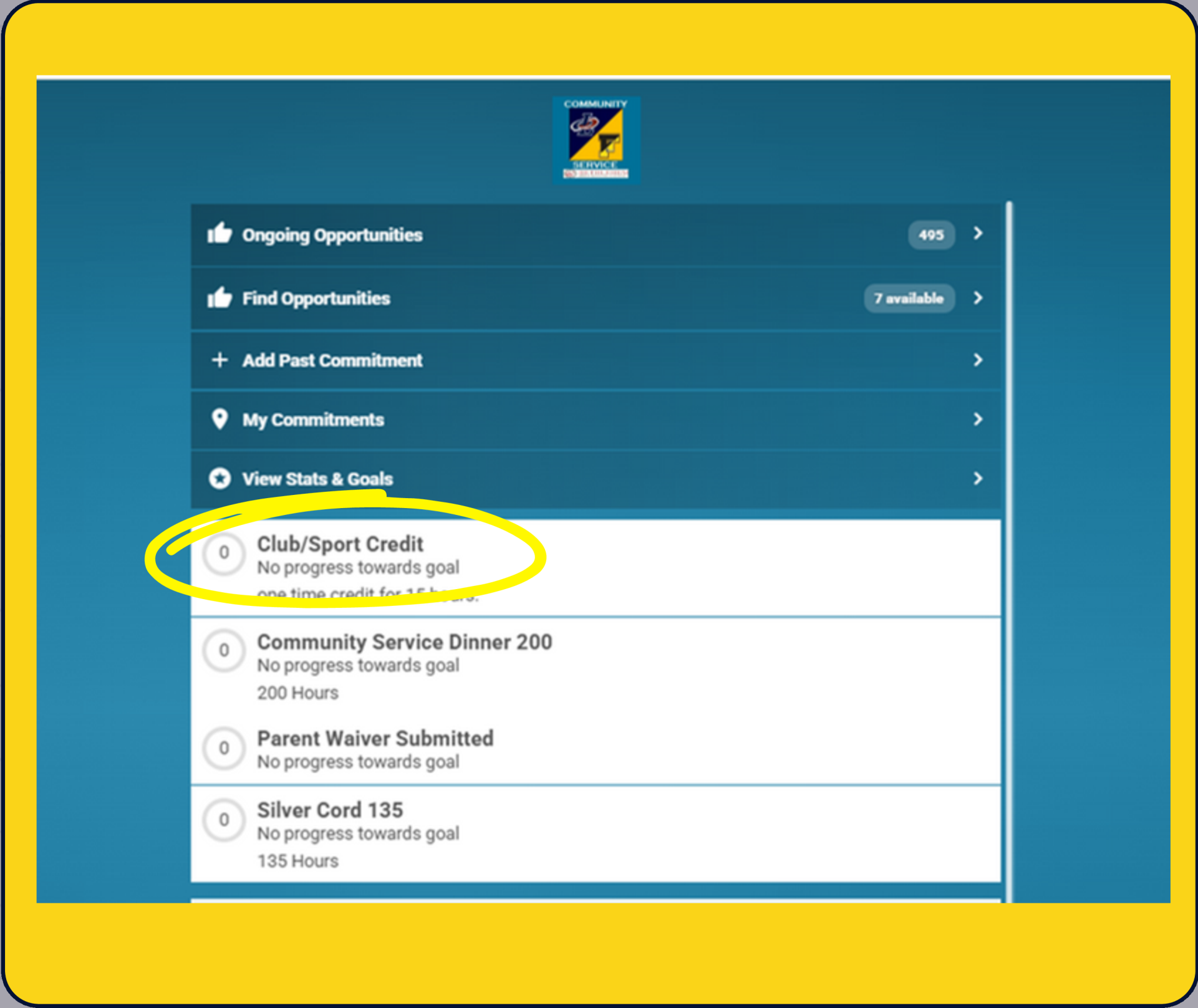


## SPORTS

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



## CLUB/SPORTS



## CLUB/SPORTS HOURS

## **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 Office**

# **COMMUNITY SERVICE COORDINATORS**



**Jeniffer Medina-Santiago**  
**Community Service Coordinator**  
**Freedom High School**  
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**Langston H. Ross**  
**Community Service Coordinator**  
**Liberty High School**  
**[lhross@basdschools.org](mailto:lhross@basdschools.org)**  
**610-691-7200 Ext. 50172**