Project Name: Volunteer Portal
Partner NPO: Abound Food Care

Requirements Document

Background

Background about NPO:
Abound Food Care helps reduce food waste and food insecurity by helping organizations provide excess edible food to communities in need, rather than landfills.

Problem Motivation:
AFC has trouble scheduling events and organizing their volunteers with inconsistent availability.

Potential Impact:
We will be creating a volunteer management system for AFC to better connect with their volunteers and engage them in organizational events.

Application Context / Environmental Constraints

Tech Stack

Frontend: React, JS

- Web App should be mobile friendly, may be accessed by tablets or other mobile devices

Backend: PostgreSQL (recommended) Express, Node

Critical Use Cases

AFC Admin

- **Login** - Admin will enter their credentials, and if the authentication system grants permission, they will receive access to the dashboard and all of its features
- **View and edit other profiles** - Admin will be able to view and edit the profile information of volunteer accounts excluding the volunteer's basic information (everything below "interested roles" in Profile Data)
- **Upload forms/waivers -** Admin will be able to upload forms and waivers that volunteers will have access to and can download

- **Create events** - Admin should be able to create events that will be displayed to volunteer accounts
  - Event Details include:
    - Event Name
    - Volunteer Type
    - Volunteer requirements (optional)
    - Location
    - Date/Time
    - Additional Notes
    - Capacity of volunteers
    - Any file attachments (optional)
- **Create post-event section to a previous event** - for an event that has already happened, Admin should be able to add details about the volunteers' impact or send a thank you note
- **Create new event types** - Admin should be able to add and remove event types that volunteers can sign up for
- **See event info / volunteer signups** - Admin should be able to view all volunteers signed up for an event and their basic information (name and email)
- **Approve volunteer hour logs** - Admin should be able to view and approve logs submitted by volunteers
  - Volunteers should receive confirmation email once logs are approved
- **Volunteer database** - Admin should be able to view all volunteers and filter based on volunteer information
- **See volunteer account info and form/training completion** - Admin should be able to view volunteer's profile and their completed training tests
- **View volunteer availability -** Admin will be able to see a heatmap of volunteers' general availability (like [lettucemeet](#))
- **Export volunteer information to spreadsheet** - Admin should be able to download a summary of volunteers signed up for an event, in an easy-to-read format

AFC Super Admin (has all the same features as Admin)

- **Promote and Demote other user accounts** - Super Admins should be able to promote a volunteer account to admin and vice versa, demote an admin account to volunteer
  - All accounts will initially start as a volunteer other than the super admin

Volunteers

- **Login** - Volunteers will enter their credentials, and if the authentication system grants permission, they will receive access to the dashboard and all of its features.
- **Create a Volunteer Profile** - Volunteers would be able to create a profile in the system in order to keep track of hours done for the organization.
  - Profile Data:
    - Name
    - Birthdate

- ■ Contact info (email + phone)
- ■ Preferred contact method
- ■ City
- ■ Physical address/ no PO
- ■ Availability
- ■ Types of volunteering roles interested in
- ■ Ability to Drive
- ■ Type of vehicle
- ■ Distance comfortable driving
- ■ Weight lifting ability
- ■ Criminal History, DUI History
- ■ Languages spoken (prefer to be checkboxes and an "other" section, will make categorization/filtering easier)
- ■ Training tests completed from Chowmatch
- ■ Specializations
- ■ Additional information
- ● **Edit Volunteer Profile** - Volunteers would be able to edit all of the above information on their profile after creation.
- ● **See and Download Waivers and Forms** - Volunteers would be able to view and download relevant waivers and forms for completing
- ● **Complete Form to Submit Volunteer Hours** - Volunteers would be able to access a custom or 3rd party form to submit their hours. They will receive a confirmation email after form completion.
  - ○ Form Data
    - ■ Event Name
    - ■ Time
    - ■ Date
    - ■ Name
    - ■ Additional notes section
- ● **Sign up for events** - Volunteers would be able to sign up for events
- ● **View completed hours** - Volunteers would be able to view previously submitted logs and other stats about the logs

Features

Needs:
- ● Overall Website
  - ○ External standalone website (will be linked from AFC website)
- ● Account Creation
  - ○ User will be able to create an account
  - ○ Sign in through some authentication system
- ● Login
  - ○ Users will enter their credentials, and if the authentication system grants permission, they will receive access to the dashboard and all of its features

- ○ Roles: Administrator, Volunteer
- Volunteer Profile information
  - ○ Volunteers can add details about themselves
  - ○ Volunteers can add their availability
- Event system
  - ○ Events can be created
  - ○ Can specify date/time/location
  - ○ Volunteers can sign up for events
  - ○ Volunteer hour tracking system
    - ■ Volunteers can submit hour reports for time spent volunteering
    - ■ Admins can approve hour reports
    - ■ Volunteers can view total time volunteered

Wants:
- Admins can check in volunteers into events using list of volunteer sign ups
- Volunteer Waivers and Forms
  - ○ Section for volunteers to view and download waivers and forms uploaded by admins

Nice-to-haves:
- Anyone who does not have a user account can see events, and sign up after creating an account
- Admins can communicate to volunteers directly on the platform
- Volunteers can sign/complete waivers and forms on the platform