

# S4 CAVE Volunteer Program Guide

Student Placement Steps

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# How to Login

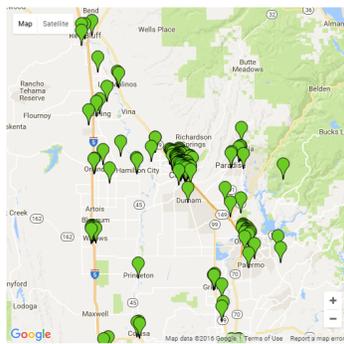
This is the link to login to S4:

<https://app.calstates4.com/csuchico/>

The initial login page will display sites that are in the system on a local map. Click “Log in” to continue.



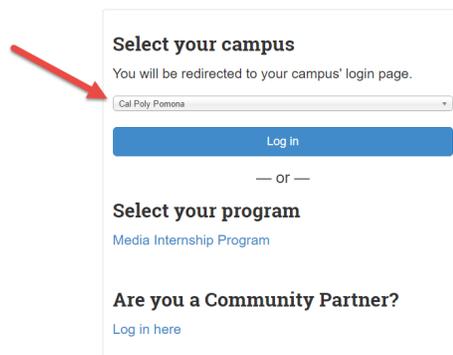
Welcome to CalStateS4 for CSU Chico



Welcome to S4 at California State University, Chico!  
S4 is the gateway to off-campus placements for volunteers and service learning students.  
Logon with your student ID to explore opportunities for civic engagement.

Log in

Make sure to select CSU Chico in the drop down list.



**Select your campus**  
You will be redirected to your campus' login page.  
Cal Poly Pomona

Log in

— or —

**Select your program**  
[Media Internship Program](#)

**Are you a Community Partner?**  
[Log in here](#)

Use your Chico State credentials to login.

The screenshot shows the CSU Connect login page for Chico State University. At the top left is the university logo with the word "Chico" in a large red font. To the right are navigation links: PORTAL | E-MAIL | CATALOG | CLASS SCHEDULE | CAMPUS MAPS | DIRECTORY | LIBRARY. A search bar contains the text "Search CSU, Chico". Below this is a dark red banner with "CSU CONNECT" in white. The main content area has a heading "Login with your Chico State username and password". It features a login form with fields for "Username" and "Password", and a "Login" button. To the right of the form are two sections: "Security Notice" (Remember to close your browser window when you are done.) and "Need Help?" (For account support call or email. Phone: 530-898-HELP(4357). Email: [its@csuchico.edu](mailto:its@csuchico.edu)). Below the form are links for "Forgot Password?" and "Students | Faculty/Staff". The footer contains contact information for Chico State University, social media icons for Facebook, Twitter, YouTube, and WordPress, and an accessibility issue report link. Copyright information for 2012-2013 is also present.

## Landing Page

The student's home page.

The screenshot shows the header of the CSU Chico student home page. It features a dark red navigation bar with "CSU Chico" on the left and "NEED HELP? DTS@CSUCHICO.EDU" on the right. Below this is a grey bar with navigation links: HOME | SITES | OPPORTUNITIES | LOGOUT.

Hello Sally! What would you like to do?

**Service Learning Students:** Browse the list of existing sites in the site tab above. Once you have selected your site, login and register for your placement.

**CAVE Volunteers:** Student volunteer registration and enrollment occurs during the first three weeks of each semester. To begin the application process, fill out the [CAVE Volunteer Application here](#) by the deadline to schedule an interview. If you have already completed your application, you can register your placement below.

Program

CAVE Volunteer

Course

Fall 2016 RECR 260 (01): RT and Inclusion

[View my placements](#)

You have 0 past placements and 1 current placement.

# Placing into an Opportunity

To place in an Opportunity, return to the home page. Then select the Place button.

The screenshot shows the CSU Chico website interface. At the top, there is a navigation bar with 'HOME', 'SITES', 'OPPORTUNITIES', and 'LOGOUT'. On the right side of the navigation bar, there are links for 'NEED HELP?' and 'DTS@CSUCHICO.EDU'. Below the navigation bar, the main content area starts with the greeting 'Hello Sally! What would you like to do?'. There are two informational boxes: one for 'Service Learning Students' and another for 'CAVE Volunteers'. Below these, there are two tables. The first table is for 'Program' and has one row for 'CAVE Volunteer' with 'Browse' and 'Place' buttons. The 'Place' button is highlighted with a red box and a red arrow points to it. The second table is for 'Course' and has one row for 'Fall 2016 RECR 260 (01) RT and Inclusion' with 'Browse' and 'Placed' buttons. At the bottom of the main content area, there is a link 'View my placements' and a message 'You have 0 past placements and 1 current placement.'

Select “Search by opportunities”.

The screenshot shows the CSU Chico website interface. At the top, there is a navigation bar with 'HOME', 'SITES', 'OPPORTUNITIES', and 'LOGOUT'. On the right side of the navigation bar, there are links for 'NEED HELP?' and 'DTS@CSUCHICO.EDU'. Below the navigation bar, the main content area starts with a progress bar and a 'Start over' button. Below the progress bar, there is a message 'Program: CAVE Volunteer'. There are two search options: 'Search by site' and 'Search by opportunity'. The 'Search by opportunity' button is highlighted with a green box.

Select from a list of Opportunities available.

CSU Chico

NEED HELP? DTS@CSUCHICO.EDU

HOME SITES OPPORTUNITIES LOGOUT

### Opportunities

Displaying 1 - 3 of 3  
Search fields are exclusive. [What's that?](#)

Opportunity name  Contains  Program  Opportunity type  Keyword  Items per page

**2016-08-20 (8-10am) Native Plant Garden Maintenance**  
at [Adopt a Park](#)  
at Chico Creek Nature Center [Map](#) Sponsored by Mount Lassen Chapter--California Native Plant Society. For more information, call Ann at (530) 521-4402.

**2016-08-29 Bidwell Park and Playground Commission Monthly Public Meeting**  
at [Adopt a Park](#)  
Meeting starts at 6:30 pm in City Council Chambers [Map](#). The agenda and associated reports will be posted [here](#) a few days before the meeting. You can also contact the Park Di

**2016-09-10 Water Monitoring (9am to noon)**  
at [Adopt a Park](#)  
Help track water quality in Big Chico Creek. Meet at Five Mile Picnic Area Parking Lot (off Centennial Ave.). Volunteers provide a snapshot of the health of the creek by collecting water quality data at ten different sites during each event. Training is provided.

Program: CAVE Volunteer  
Type:  
Dates: 08/20/2016  
Tags: No tags identified.

Program: CAVE Volunteer  
Type:  
Dates: 08/29/2016  
Tags: No tags identified.

Program: CAVE Volunteer  
Type:  
Dates: 09/10/2016  
Tags: No tags identified.

Students can view more information on the Opportunity. Choose “Select this opportunity” to place in the Opportunity.

CSU Chico

NEED HELP? DTS@CSUCHICO.EDU

HOME SITES OPPORTUNITIES LOGOUT

### 2016-08-20 (8-10am) Native Plant Garden Maintenance

**Opportunity description and instructions:**  
at Chico Creek Nature Center [Map](#) Sponsored by Mount Lassen Chapter--California Native Plant Society. For more information, call Ann at (530) 521-4402.

**Program Site:**  
Adopt a Park  
**This internship is not paid**

Students will need to designate the hours of service at the opportunity site. \*Please ensure that the “Dates of Service” are set to Term and the correct term is selected.

Click “Next” to continue.

CSU Chico

NEED HELP? DTS@CSUCHICO.EDU

HOME SITES OPPORTUNITIES LOGOUT

### Dates of Service

Program: CAVE Volunteer - Site: Adopt a Park - Opportunity: 2016-08-20 (8-10am) Native Plant Garden Maintenance

**Select dates of service by**

Dates

Term

Term

Please estimate the minimum number of hours you will serve at this site  
Adopt a Park has no minimum hours requirement. **Required**

You will have a chance to correct this when you complete your site evaluation, but it is helpful for us to know a rough estimate before you start your service.

Click “Finish Placement” to finish the placement process.

## Placement Forms

After you have finished completing all required forms, you must click Finish Placement to complete the process.

Start over  
Program: CAVE Volunteer - Site: Adopt a Park - Opportunity: 2016-08-20 (8-10am) Native Plant Garden Maintenance

Finish Placement

The screen will show placement details.

## Placement #13002

Congratulations, you have placed!

**Student:** Sally Student  
**Placed by:** Sally Student  
**Course:** (empty)  
**Program:** CAVE Volunteer  
**Site:** Adopt a Park  
**Site Staff:** (empty)  
**Opportunity:** 2016-08-20 (8-10am) Native Plant Garden Maintenance

**Dates of Placement:**  
08/22/2016 to 12/16/2016  
**Estimated Hours:**  
4  
**Actual Hours:**  
0

## View your placement

To view a student's current placement, select the red "placement" button on the student's homepage.

Hello Sally! What would you like to do?

**Service Learning Students:** Browse the list of existing sites in the site tab above. Once you have selected your site, login and register for your placement.  
**CAVE Volunteers:** Student volunteer registration and enrollment occurs during the first three weeks of each semester. To begin the application process, fill out the [CAVE Volunteer Application here](#) by the deadline to schedule an interview. If you have already completed your application, you can register your placement below.

Program  
CAVE Volunteer Browse Placed  
Course  
Fall 2016 RECR 260 (01): RT and Inclusion Browse Placed

[View my placements](#)  
You have 0 past placements and 2 current placements.

The placement screen will show all the student's placements. Select the appropriate placement to view more details.



### My Placements

Placement	Program	Course	Site	Site staff	Opportunity	Dates
Placement #12979	Service Learning	RECR 260 (01): RT and Inclusion	Windchime	none	Windchime	August 22, 2016 to December 16, 2016
Placement #13002	CAVE Volunteer	no course	Adopt a Park	none	2016-08-20 (8-10am) Native Plant Garden Maintenance	August 22, 2016 to December 16, 2016

You have no past placements.

The student's placement detail screen will then display.



### Placement #13002

**Student:** Sally Student  
**Placed by:** Sally Student  
**Course:** (empty)  
**Program:** CAVE Volunteer  
**Site:** Adopt a Park  
**Site Staff:** (empty)  
**Opportunity:** 2016-08-20 (8-10am) Native Plant Garden Maintenance

**Dates of Placement:** 08/22/2016 to 12/16/2016  
**Estimated Hours:** 4  
**Actual Hours:** 0

## Browsing for Sites

The option is also available for students to browse by Sites and Opportunities.

To browse sites and opportunities in the system, click "Browse" under the Program.



### Hello Sally! What would you like to do?

**Service Learning Students:** Browse the list of existing sites in the site tab above. Once you have selected your site, login and register for your placement.

**CAVE Volunteers:** Student volunteer registration and enrollment occurs during the first three weeks of each semester. To begin the application process, fill out the [CAVE Volunteer Application here](#) by the deadline to schedule an interview. If you have already completed your application, you can register your placement below.

**Program**  
CAVE Volunteer

**Course**  
Fall 2016 RECR 260 (01): RT and Inclusion

[View my placements](#)  
You have 0 past placements and 1 current placement.

Select the “Search by Site” button.

### Search by site

If you know the name of the site (organization) where you are serving, find the site and continue your placement process.

Search by site

### Search by opportunity

If you know the name of your opportunity (for example a specific project or internship), find the opportunity and continue your placement process.

Search by opportunities

The list of sites available under the program will display.

## Sites

Displaying 1 – 1 of 1

Search fields are exclusive. [What's that?](#)

Site name  Contains  City  Program  Organization type   
Keyword  Items per page

### [Adopt a Park](#)

411 Main St. Chico, 95928  
No description provided.

No phone/email provided.
<b>Program(s):</b> CAVE Volunteer
<b>Type:</b> Locked Facility
<b>Issue:</b> No issues selected.

Select the site to view more information and Current Opportunities.

## Adopt a Park

View Opportunities Site staff

**Description:**  
Health & Safety/Requirements

### Site Details

**Address:**  
411 Main St  
Chico, CA 95928

**General Phone:**  
**General Email:**  
**Social media**



**Program(s):**  
CAVE Volunteer

**Organization type:**  
Locked Facility

**Site issues addressed:**  
Community Engagement

### Current Opportunities

Title	Opportunity type	Start Date
2016-09-10 Water Monitoring (9am to noon)		09/10/2016
2016-08-20 (8-10am) Native Plant Garden Maintenance		08/20/2016
2016-08-29 Bidwell Park and Playground Commission Monthly Public Meeting		08/29/2016

## Searching by Opportunities

To search by opportunities, return to the home page and select “Browse”

Hello Sally! What would you like to do?

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**CAVE Volunteers:** Student volunteer registration and enrollment occurs during the first three weeks of each semester. To begin the application process, fill out the [CAVE Volunteer Application here](#) by the deadline to schedule an interview. If you have already completed your application, you can register your placement below.

### Program

CAVE Volunteer

### Course

Fall 2016 RECR 260 (01): RT and Inclusion

### [View my placements](#)

You have 0 past placements and 1 current placement.

Select “Search by Opportunities”.

### Search by site

If you know the name of the site (organization) where you are serving, find the site and continue your placement process.

Search by site

### Search by opportunity

If you know the name of your opportunity (for example a specific project or internship), find the opportunity and continue your placement process.

Search by opportunities

Select from a list of Opportunities that are available.

## Opportunities

Displaying 1 – 3 of 3  
Search fields are exclusive. [What's that?](#)

Opportunity name	Contains	Program	Opportunity type	Keyword	Items per page
<input type="text"/>		CAVE Volunteer	Choose some options	<input type="text"/>	40
					<a href="#">Search</a>

#### 2016-08-20 (8-10am) Native Plant Garden Maintenance

at [Adopt a Park](#)

at Chico Creek Nature Center [Map](#) Sponsored by Mount Lassen Chapter--California Native Plant Society. For more information, call Ann at (530) 521-4402.

Program: CAVE Volunteer
Type:
Dates: 08/20/2016
Tags: No tags identified.

#### 2016-08-29 Bidwell Park and Playground Commission Monthly Public Meeting

at [Adopt a Park](#)

**Meeting** starts at 6:30 pm in City Council Chambers [Map](#). The agenda and associated reports will be posted [here](#) a few days before the meeting. You can also contact the Park DI

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Program: CAVE Volunteer
Type:
Dates: 09/10/2016
Tags: No tags identified.

Click the Opportunity to view more information.

## 2016-08-20 (8-10am) Native Plant Garden Maintenance

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**Opportunity description and instructions:**

at Chico Creek Nature Center Map; Sponsored by Mount Lassen Chapter--California Native Plant Society. For more information, call Ann at (530) 521-4402.

**Program Site:**

Adopt a Park  
**This internship is not paid**