

Cargill Cares Alumni - Spark Starter



Tracking Time in Spark for Independent Volunteer Activities

(Note: If you participate in a CCA-sponsored event, the Project Leader will record the volunteer hours on your behalf)

1. Before you can access Spark, you need to be registered with the CCA office to get an assigned Alum number and be included in the database. Contact cargillcaresalumni11@gmail.com or call 952/742-6188.
2. Go to login site: <https://cargill.benevity.org/user>. Follow the instructions for first-time log in:
 - a) Click 'forgot password' to receive your new password via email.
 - b) Enter your personal email address and click "Email new password"

Within minutes of clicking on 'forgot password,' an email from Benevity should arrive at the address provided – click the link in the email to set up a new password in Spark. The link will expire in 24 hours, so go immediately to the site and log in. Follow prompts to set up a new password (Minimum 9 characters, including 2 uppercase, 3 digits and one special character)

- a. If an email is not immediately received, please confirm it was not delivered to a Spam/Junk folder
 - b. If an email is not in the Spam/Junk folder, please resubmit your personal email address
 - c. If you still do not receive an email send an email to CargillCaresAlumni11@gmail.com with your name, email address and Spark ID. The office team will investigate and get back to you.
3. Accept terms of use
 4. To track volunteer time, use the navigation bar:



- Many organizations are already in the Spark database – type key words in the box and click on "search." Scroll to and the desired organization and click on the **+Add** button.
 - If the organization is not listed, click on the "Something Else" button and type in the complete organization name in the box.
 - Input hours and minutes.
 - Click on the calendar icons to select beginning and ending dates (ideally, hours should be logged monthly and as soon as possible after the month end).
 - Include optional comments regarding the organization and type of work performed.
 - Rank the experience.
 - Confirm and Submit your time.
5. View your reported volunteer activity:
Click on My Dashboard → My Volunteer Activity → Volunteer History

* Alumni are also welcome to submit volunteer hours via email – list organization, hours and time period of activity to CargillCaresAlumni11@gmail.com