

## HOW TO COMPLETE THE VOLUNTEER APPLICATION FORM

1. The first part of the form asks you to complete information about yourself, and you must complete the fields marked with an asterisk (\*):

### Name, Address and Phone

Please enter your full name, address and cell phone number

First name:	<input type="text"/>	*
Last name:	<input type="text"/>	*
Street 1:	<input type="text"/>	*
Street 2:	<input type="text"/>	
Street 3:	<input type="text"/>	
City:	<input type="text"/>	*
State:	<input type="text" value="Choose"/>	*
Zip:	<input type="text"/>	*
Cell phone:	<input type="text"/>	*
Email address:	<input type="text"/>	*

2. The next part of the form asks you to indicate what days and times you can be available to volunteer:

### Availability

Please indicate the days and times you are usually available to volunteer.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Morning:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click on all of the boxes that apply to you.

The next part under "Availability" asks you to indicate whether you have any dates on which you are unavailable:

My availability is:	<input type="text" value="Choose"/>	*	
From:	<input type="text" value="Month"/>	<input type="text" value="Day"/>	<input type="text" value="Year"/>
to:	<input type="text" value="Month"/>	<input type="text" value="Day"/>	<input type="text" value="Year"/>

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Click on the box to the right of “My availability is:”, and you will see three options:

- Ongoing
- Ongoing, except between these dates
- Only between these dates

If you have no date restrictions, select “Ongoing”. If you do have date restrictions, select the option that applies to you and then fill in the “From” and “To” dates as needed.

3. The next part of the form asks you to indicate what type of email you want to receive from the FUMC Volunteer Coordinator, and as you can see it shows only one type of email, which is the email sent weekly to request help from the volunteers. As the form says, the system forces us to give you the option to opt-out of receiving these emails by clicking on the box and clearing the checkmark, but if you choose that option, you will not be selected for volunteer work. We communicate to volunteers through email and if you opt-out of email, we would not be able to contact you.

What kinds of email  Request for Assistance  
would you like to  
receive?

4. The final part of the form asks you to indicate whether you are “14 or over”, or “Under 14”, and we need to know this because some roles are not available to people under the age of 14. Please select the appropriate option.
5. You are now done, so click on the “Continue” button, your application will be sent to the FUMC Volunteer Coordinator, and you will receive a confirmation email, as well. The Coordinator will review your application and contact you about next steps.

Thanks for volunteering!