

CREATING A VOLUNTEER PROFILE

January 30, 2013 edition

This primer provides tips on how to create a Volunteer Profile. If you have any questions, please contact Volunteer Resources at 773-631-1790.

1. Go to www.fpdcc.com/volunteer. The best web browsers to use are Internet Explorer 8 or 9, Firefox (Mac or Word versions) and Google Chrome. Safari has occasional issues, so if you are a Mac user, use Firefox instead
2. Click on the red “Volunteer” button
3. Click on the top bar where it says “Apply to become a volunteer”

You can also use the direct link:

<https://ec.volunteernow.com/recruiter/index.php?class=VolunteerRegistration&recruiterID=1405>

Filling out the Form

I am submitting this information as a(n)...

Individual – One to four people, even if working together, should sign up as individuals.

Group/Organization Leader - Click Group/Organization Leader if you will bring out a group of 5 or more to “Group Opportunities.”

***Indicates required fields** - Certain fields are required but many are optional. These optional fields help us connect you with new Opportunities or other news. We do respect your privacy though. The Forest Preserve District will never sell or share your contact information with outside companies or organizations.

Login Information – Choose a User ID and Password that is easy for you to remember. Passwords should be at least eight characters long and include at least one number (Ex. volunteer1). Write down your User ID and Password somewhere safe so you can refer back later. If you forget your password, Volunteer Resources can recover it for you, but it could take one business day.

Personal Information – Fill in the required fields and more if you choose. This information will be secure and used by Volunteer Resources for recruitment and recognition efforts. This information will not be shared.

Additional Information – This additional information will help us match you with volunteer Opportunities.

Emergency Contact – Once placed with an Opportunity, this information will be available to your Volunteer Supervisor in case of an accident, injury or emergency.

Signature and Waivers - All volunteers must agree to the Volunteer Agreement and Waiver. Some drop-in Opportunities allow for volunteers to sign the waiver at the site. Volunteers who are under 18 years old who are volunteering without a parent/guardian must bring a waiver signed by their parent/guardian to volunteer their service.

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References - Some volunteer positions will require references. Reference requirements will be noted in the Opportunity. Please list a professional and personal reference if possible.

Education and Certifications – This section is optional during initial registration, but you may want to save time and get it done right away. Some Opportunities will require certifications, licenses (ex. herbicide license), educational experiences or training. Requirements will be noted in the Opportunity. This information will also be used to notify you if new volunteer opportunities that match your skills and expertise become available.

Where would you like to volunteer? – What part of the county are you interested in volunteering in? You can choose more than one option. Use the map to the right if you are unsure. This information will help us notify you of Opportunities in your area that may interest you in the future.

Skills and Interests – Tell us more about yourself to help us let you know about new volunteer Opportunities that may interest you in the future.



Updating your Profile

Any fields that you entered into your profile can be changed by you. If you change your email, address or phone number, please updated you profile so that you can stay connected.