

## Volunteer Application Form Instructions

**Overview:** The TCS Volunteer Information Form must be completed prior to you being able to access the Volunteer database. Each individual who wishes to become an active TCS volunteer must complete his/her own application. Currently, the system will enable you to establish your volunteer information and log your hours. As we refine the system, we will be able to inform you of volunteer opportunities, allow you to put yourself into schedules to help out with events, and automatically track such things as whether you are an approved driver.

**Form Sections:** There are several sections on the application form. Below are step-by-step instructions for your convenience. Please note that the information you provide will enable us to better utilize the Volunteer Program.

1. **Contact Information** – Required fields are marked with an asterisk (\*). The phone numbers that you list here will be used to contact you if you cannot be reached via email.
2. **Availability** – Providing this information will better enable event organizers to contact parents who are available to help in their areas. Please note that you can change the information in these fields at any time.
3. **Email** – This will be our primary method of correspondence concerning volunteer events, opportunities, and news.
4. **Assignment Preference** – You should select those areas in which you anticipate helping and would like to receive information about volunteer opportunities. There are some generic categories, such as “General Office Help” that could cover such tasks as filing, shredding or scanning documents, assembling packets, etc. Please be as specific as possible, but if you feel there is not a category that fits your service, please email a detailed question to [volunteercenter@toledochristian.com](mailto:volunteercenter@toledochristian.com). Please also note that you can change your assignment preferences at any time.
5. **Emergency Contact** – This section is optional, but information provided here could be helpful in the event that we should need to contact someone in the case of a medical emergency.
6. **Volunteer Information Center** – In order to log into your account and view your settings, as well as log your hours, you must set a password for the Volunteer Information Center. By doing this, you will be able to manage your volunteer account from any device that is connected to the internet.
7. **Family Assignment** – – If you are a parent/guardian of a TCS student, you do not need to complete this section. It is only completed when a relative, friend, neighbor, etc. is going to serve and will be crediting their service hours to your family account. This is the section where they list the father/mother’s name of whom should receive the credit.
8. **I Agree** – Once you have completed the above sections, you must agree to the conditions by checking the box and clicking the “Continue” button. At this point, your application will be submitted to the volunteer center for approval. Upon acceptance into the system, you will receive an email in one or two business days that you may begin logging your hours.

Please see the VICNET guidelines for instructions on logging your hours.