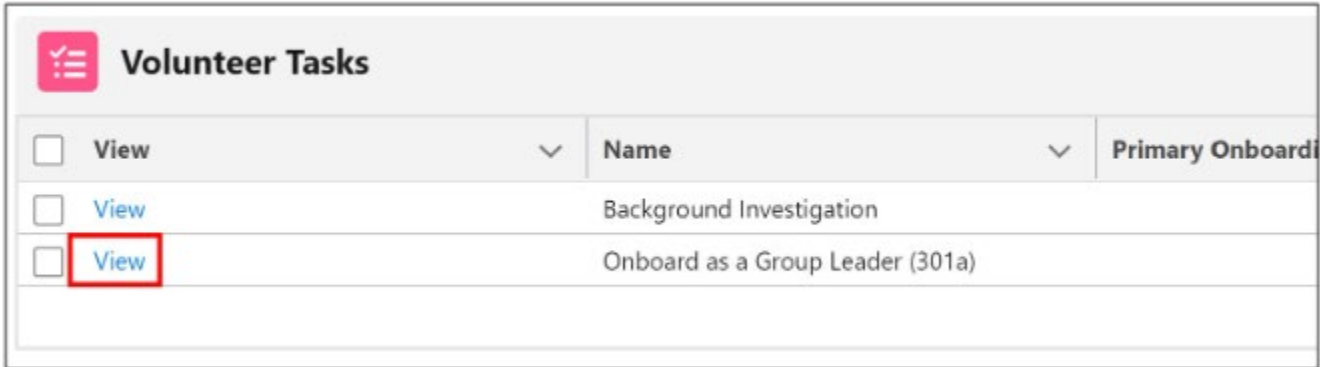


Access and Download the Completed 301a Volunteer Service Agreement

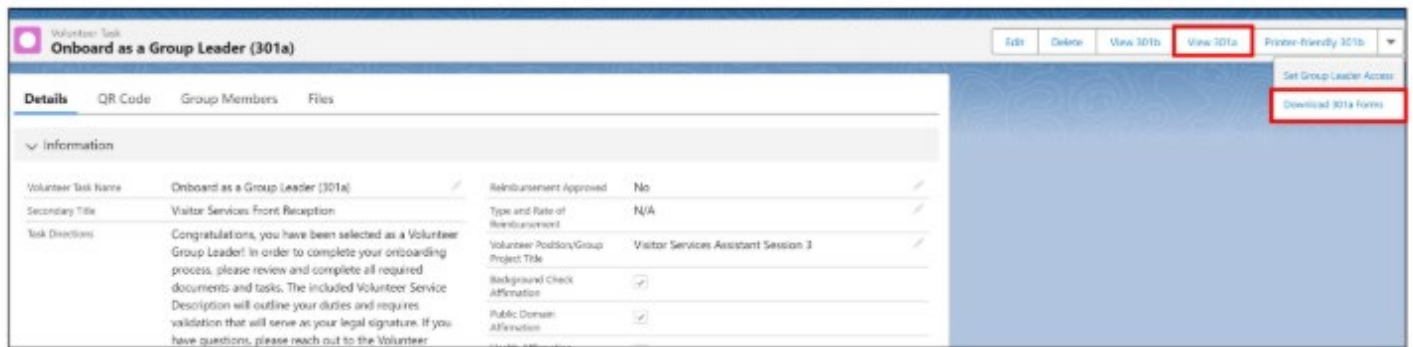
Open Opportunity

1. Open the desired opportunity.
2. Select the 301a Volunteer Task in the Volunteer Tasks table to open the task details.



<input type="checkbox"/> View	Name	Primary Onboardi
<input type="checkbox"/> View	Background Investigation	
<input type="checkbox"/> View	Onboard as a Group Leader (301a)	

3. Click the button "View 301a" to view the completed form, or use the drop-down option to click "Download 301a Forms".



Volunteer Task: Onboard as a Group Leader (301a)

Buttons: Edit, Delete, View 301a, View 301a, Print-Friendly 301a, Set Group Leader Access, Download 301a Forms

Details | QR Code | Group Members | Files

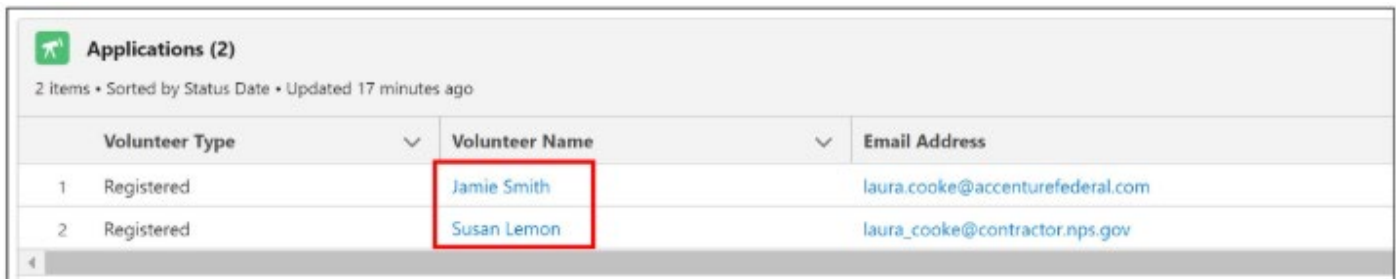
Information

Volunteer Task Name	Onboard as a Group Leader (301a)	Reimbursement Approved	No
Secondary Title	Visitor Services Front Reception	Type and Rate of Reimbursement	N/A
Task Description	Congratulations, you have been selected as a Volunteer Group Leader! In order to complete your onboarding process, please review and complete all required documents and tasks. The included Volunteer Service Description will outline your duties and requires validation that will serve as your legal signature. If you have questions, please reach out to the Volunteer...		
	Volunteer Position/Group Project Title	Visitor Services Assistant Session 3	
	Background Check Affirmation	<input checked="" type="checkbox"/>	
	Public Domain Affirmation	<input checked="" type="checkbox"/>	

4. Save to your computer folder location.
5. Open file to access the Volunteer Service Agreement PDF file.

Closed Opportunity

1. Click the Volunteer Name application hyperlink in the closed opportunity.



Applications (2)

2 items • Sorted by Status Date • Updated 17 minutes ago

Volunteer Type	Volunteer Name	Email Address
1 Registered	Jamie Smith	laura.cooke@accenturefederal.com
2 Registered	Susan Lemon	laura_cooke@contractor.nps.gov

2. Click the hyperlinked Volunteer Task under the Volunteer Tasks tab.

The screenshot shows the 'Volunteer Tasks' tab selected. At the top, the application ID is 'AP-00029977'. Below that, the volunteer opportunity is 'Visitor Services Assistant 2023 Fall Session 3' and the application status is 'Agreement Closed'. The 'Volunteer Tasks' section shows two items. The second item, 'Onboard as a Group Leader (301a)', is highlighted with a red box. The task description for this item is 'Visitor Services F... Congratulations, you have been selected as a Volunteer Group Leader! In order to complete your on...'. A 'View All' link is visible at the bottom right of the task list.

3. Click either the "View 301a" button to view only, or the "Download 301a Forms" to save the PDF file to your computer.

The screenshot shows the details for the 'Onboard as a Group Leader (301a)' task. The page has a top navigation bar with buttons for 'Edit', 'Delete', 'View 301a', 'View 301a', and 'Print-friendly 301a'. A 'Download 301a Forms' button is highlighted with a red box. The main content area is divided into 'Details', 'QR Code', 'Group Members', and 'Files'. The 'Information' section is expanded, showing the following details:

Volunteer Task Name	Onboard as a Group Leader (301a)	Reimbursement Approved	No
Secondary Title	Visitor Services Front Reception	Type and Rate of Reimbursement	N/A
Task Directions	Congratulations, you have been selected as a Volunteer Group Leader! In order to complete your onboarding process, please review and complete all required documents and tasks. The included Volunteer Service Description will outline your duties and requires validation that will serve as your legal signature. If you	Volunteer Position/Group Project Title	Visitor Services Assistant Session 3
		Background Check Affirmation	<input checked="" type="checkbox"/>
		Public Domain Affirmation	<input checked="" type="checkbox"/>