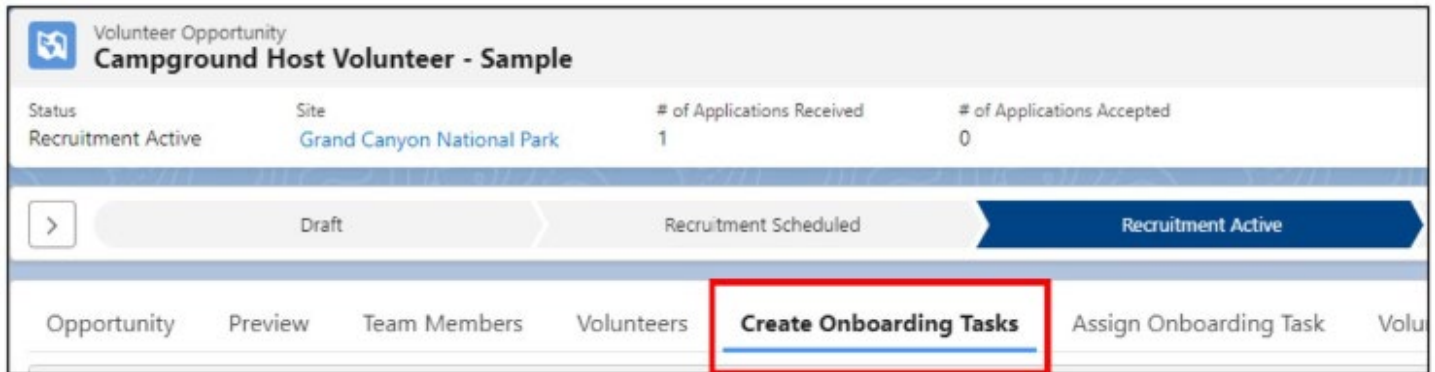


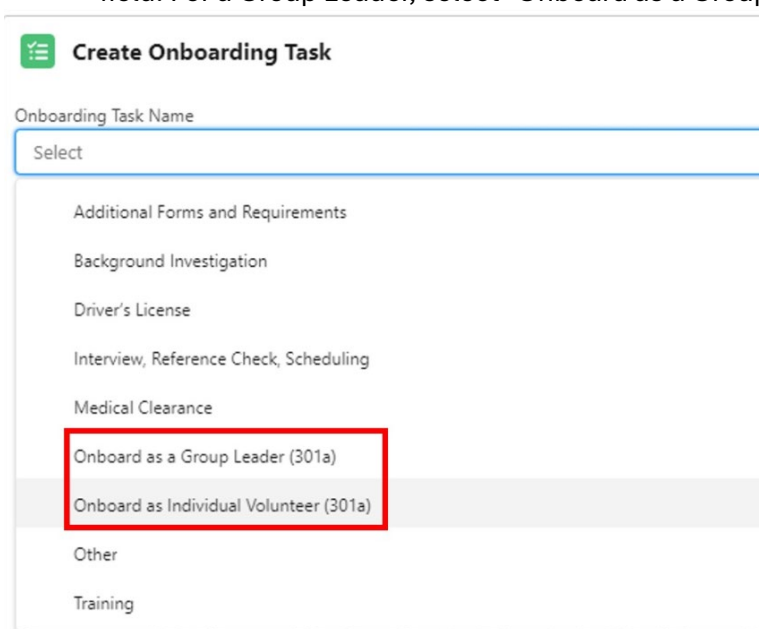
Create a 301a Onboarding Task

1. On the opportunity, click "Create Onboarding Task" tab.



The screenshot shows the 'Volunteer Opportunity' page for 'Campground Host Volunteer - Sample'. The status is 'Recruitment Active', the site is 'Grand Canyon National Park', and there is 1 application received and 0 accepted. A progress bar shows the current stage is 'Recruitment Active'. Below the progress bar, there are tabs for 'Opportunity', 'Preview', 'Team Members', 'Volunteers', 'Create Onboarding Tasks', 'Assign Onboarding Task', and 'Volu'. The 'Create Onboarding Tasks' tab is highlighted with a red box.

2. For an individual volunteer, select "Onboard as Individual Volunteer (301a)" for the Onboarding Task Name field. For a Group Leader, select "Onboard as a Group Leader (301a)."

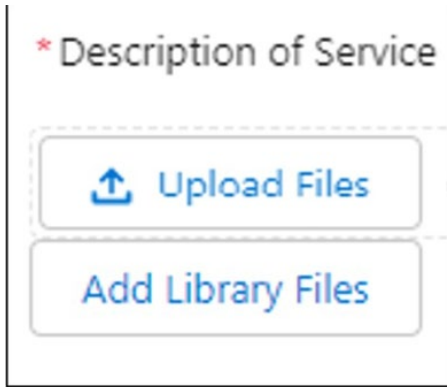


The screenshot shows the 'Create Onboarding Task' form. The 'Onboarding Task Name' field is selected, and a dropdown menu is open. The dropdown menu lists several options: 'Additional Forms and Requirements', 'Background Investigation', 'Driver's License', 'Interview, Reference Check, Scheduling', 'Medical Clearance', 'Onboard as a Group Leader (301a)', 'Onboard as Individual Volunteer (301a)', 'Other', and 'Training'. The 'Onboard as a Group Leader (301a)' and 'Onboard as Individual Volunteer (301a)' options are highlighted with a red box.

3. Type in a Secondary Title (optional). A secondary title helps to identify different tasks of the same type.
 - If you have two different volunteer positions and need two different "Onboard as Individual Volunteer (301a)" tasks, a secondary title can help you identify which is which. For example, if you have both invasive plant removal and garbage collection positions as a part of a weekend cleanup opportunity, you can enter "invasive plant removal" and "garbage collection" as the secondary title for each onboarding task.
 - Additionally, this will help volunteer and Volunteer Coordinators accurately record hours in time tracking.
4. Select either the "Yes" or "No" checkbox under "Reimbursements Approved".
 - If "Yes" is selected, text will automatically generate in the Description of Service field indicating that specifics about the type and amount of reimbursements can be found in the attached description of service.
5. Type in the "Volunteer Position/Group Project Title". Whatever is entered into this field will display in field 25, "Volunteer Position/Group Project Title" on the 301a.
6. For a Group Leader onboard task only, type in a "Group Name". For Individual Volunteer 301a onboard task, proceed to the next step. Whatever is entered into this field will display in field 2, "Group Name" on the

301a and in the "Group Name" field on the 301b.

7. Click either the "Upload Files" or "Add Library Files" button to add the required Description of Service file to the task.



8. If you need to add a Risk Assessment file, under the Risk Assessment side, click either the "Upload Files" or "Add Library Files" button to add the file to the task.
9. Click "Create Onboarding Task".
10. Scroll to the top of the page to confirm that the onboarding task is created and listed in the "Onboarding Task" section.

