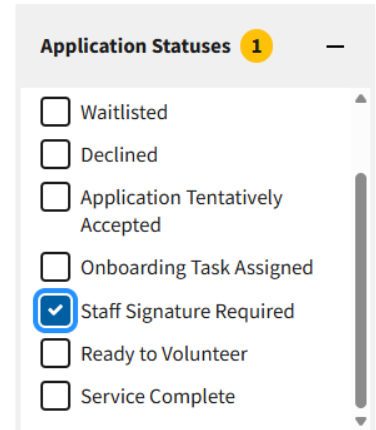


## Volunteer Onboarding in the Team Member Portal

As a Team Member user with 301a Access, you can onboard volunteers for your opportunities in the Team Member Portal.

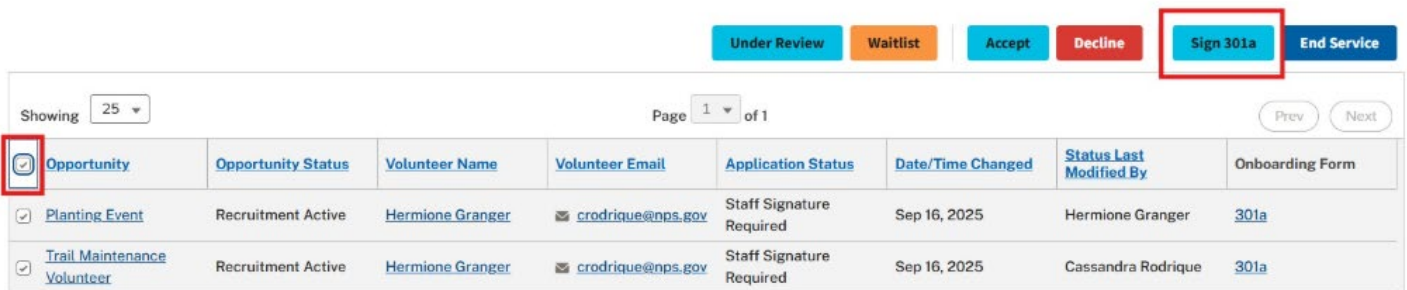
1. Once the volunteer coordinator has created and assigned the 301a onboarding task and volunteers have signed the form, you can sign the 301a yourself (if you are a federal employee).

2. You can only sign 301a forms for volunteers whose application status is "Staff Signature Required." You can filter for this status with the Application Statuses filter on the left side of your screen.



The image shows a filter dropdown menu titled "Application Statuses" with a notification badge "1". The menu contains several options, each with a checkbox: "Waitlisted", "Declined", "Application Tentatively Accepted", "Onboarding Task Assigned", "Staff Signature Required" (which is checked and highlighted with a blue circle), "Ready to Volunteer", and "Service Complete".

3. Click the check box on the left of the table near "Opportunity" to check all applications in the "Staff Signature Required" status. Alternatively, you may select individual applications as needed. Click the "Sign 301a" button in the top right corner.



The screenshot shows a table of applications with a toolbar above it. The toolbar includes buttons for "Under Review", "Waitlist", "Accept", "Decline", "Sign 301a" (highlighted with a red box), and "End Service". The table has columns for "Opportunity", "Opportunity Status", "Volunteer Name", "Volunteer Email", "Application Status", "Date/Time Changed", "Status Last Modified By", and "Onboarding Form". The "Opportunity" column has checkboxes, with the first one highlighted by a red box. The table contains two rows of data, both with "Staff Signature Required" status.

Opportunity	Opportunity Status	Volunteer Name	Volunteer Email	Application Status	Date/Time Changed	Status Last Modified By	Onboarding Form
<input checked="" type="checkbox"/> <a href="#">Planting Event</a>	Recruitment Active	<a href="#">Hermione Granger</a>	<a href="mailto:crodrigue@nps.gov">crodrigue@nps.gov</a>	Staff Signature Required	Sep 16, 2025	Hermione Granger	<a href="#">301a</a>
<input checked="" type="checkbox"/> <a href="#">Trail Maintenance Volunteer</a>	Recruitment Active	<a href="#">Hermione Granger</a>	<a href="mailto:crodrigue@nps.gov">crodrigue@nps.gov</a>	Staff Signature Required	Sep 16, 2025	Cassandra Rodrique	<a href="#">301a</a>

4. A pop-up will come up explaining what it means to sign the 301a and move the volunteer to "Ready to Volunteer" status. Click "Sign Applications."

### Confirm Signature



By changing this volunteer's status to Ready to Volunteer, you are applying your signature as the government representative to section 42 of the OF-301a Volunteer Service Agreement. In doing so, you agree on behalf of your agency that while this arrangement is in effect, to provide such materials, equipment, and facilities that are available and needed to perform the service described, and to consider the volunteer as a Federal employee only for the purposes of tort claims, liability and injury compensation to the extent not covered by their volunteer group, if any.

Volunteer Opportunity	Agreements Signed
Planting Event	1
Trail Maintenance Volunteer	1



**Sign Applications**

[Cancel](#)

5. The new status will display under the "Application Status" column of the table. At this point, the applications you signed will say "Ready to Volunteer."

Showing 25 Page 1 of 1 Prev Next

<input type="checkbox"/> Opportunity	Opportunity Status	Volunteer Name	Volunteer Email	Application Status	Date/Time Changed	Status Last Modified By	Onboarding Form
<input type="checkbox"/> <a href="#">Cleanup Event</a>	Recruitment Active	<a href="#">Hermione Granger</a>	<a href="mailto:crodrigue@nps.gov">✉ crodrigue@nps.gov</a>	Ready to Volunteer	Sep 16, 2025	Cassie Rodrique TMP	<a href="#">301a</a>
<input type="checkbox"/> <a href="#">Education Volunteer</a>	Recruitment Active	<a href="#">Hermione Granger</a>	<a href="mailto:crodrigue@nps.gov">✉ crodrigue@nps.gov</a>	Onboarding Task Assigned	Sep 16, 2025	Cassandra Rodrique	<a href="#">301a</a>
<input type="checkbox"/> <a href="#">Planting Event</a>	Recruitment Active	<a href="#">Hermione Granger</a>	<a href="mailto:crodrigue@nps.gov">✉ crodrigue@nps.gov</a>	Ready to Volunteer	Sep 16, 2025	Cassie Rodrique TMP	<a href="#">301a</a>
<input type="checkbox"/> <a href="#">Trail Maintenance Volunteer</a>	Recruitment Active	<a href="#">Hermione Granger</a>	<a href="mailto:crodrigue@nps.gov">✉ crodrigue@nps.gov</a>	Ready to Volunteer	Sep 16, 2025	Cassie Rodrique TMP	<a href="#">301a</a>
<input type="checkbox"/> <a href="#">Visitor Services Volunteer</a>	Recruitment Active	<a href="#">Hermione Granger</a>	<a href="mailto:crodrigue@nps.gov">✉ crodrigue@nps.gov</a>	Onboarding Task Assigned	Sep 16, 2025	Cassandra Rodrique	<a href="#">301a</a>

6. You perform the same steps if you wish to terminate a volunteer agreement by using the "End Service" button on the right.



6. You perform the same steps if you wish to terminate a volunteer agreement by using the "End Service" button on the right.