Program Edit

   Click on this link to view this document on your program's edit page.

Program Info

* Program Name

* Brief Description
2 character(s) left

> What does your program do for the community?
>
> This section is limited to 150 characters max and is your best chance to gain interest in your program!

Program Details

PLEASE NOTE:

You do not need to include the question in your answer. Just answer each question followed by a space.

(Hitting "enter" on your keyboard will create a space. You no longer need to add HTML code to do this.)

HTML OPTIONS:

For this new form, HTML can only be used to make website URL's or email addresses clickable links.

Instructions are provided later in this guide.

Who

> ANSWER EACH OF THE FOLLOWING:
>
> 1. Who are we (describe the vibe)?
> 2. Who does this program benefit?
> 3. Who should volunteer with this program?

What

> ANSWER EACH OF THE FOLLOWING:
>
> 1. What do volunteers do and/or responsible for?
> 2. What do volunteers gain?
> 3. What is the expected volunteer time commitment?

When

> ANSWER EACH OF THE FOLLOWING:
>
> 1. When can people volunteer (specific days/times)?
> 2. Are there other days/times (special events, team meetings, trainings, etc.) and how often do these occur?

Where

> Where will they be volunteering? (list all locations if more than one). Include physical address, map URL, and any special instructions for using public transit/UTA.

Volunteer Needs

> What are the current volunteer needs of this program? Include the # of volunteers needed and to do what. If needed, include additional info.

Program Requirements

What are the volunteer requirements? (COVID precautions, vaccinations, background checks, trainings, driver's license, etc.). Include onboarding timeline if applicable.

Program Contacts

This email address will be shown if you are not accepting volunteers but would like to be put on the waitlist. It is the responsibility of the PL to keep track and email them when your program is accepting volunteers on the VIF (we need them to submit a VIF).

* Program Email Address

Partnership Liaison email address goes here

Notification Email Addresses (comma separated, utah.edu addresses preferred)

Include only utah.edu emails for Partnership Liaison, Issue Area Coordinator, and staff partner.

If community partners want to receive VIF notifications, you are allowed to add their email address here. Please note that these are secure emails and any non-utah.edu addresses will receive encrypted emails with a link that is only valid for 14 days from the date received.

Additional info for student confirmation email

To check on the status of your volunteer interest form for this program, please email (ADD YOUR PROGRAMS IAC EMAIL HERE).

If this is a Community Partner Program, you must include the exact copy shown above and make sure your IAC's email is shown. This message will appear on the VIF submission confirmation email students will receive.

Program Status

* Accepting Volunteers?
- ● Yes
- ○ No

* Program Active?
- ● Yes
- ○ No

Only select "No" if your program is being discontinued and there are no plans for it to reopen. If "No" is selected, it will move this program to the bottom of the Program Edit page.

* Featured Opportunity?
(Staff and IAC's only)
- ○ Yes
- ● No

If "Yes" is selected, your program will be visible on the main VIF page before any "Issue Area" checkboxes are selected. Your program tile and listing will also say featured.

Program Attributes

* Issue Area
- ○ Advocacy
- ○ Arts & Recreation
- ○ Education
- ○ Health & Wellness
- ○ Mentorship
- ○ Sustainability & Food Justice
- ● Additional Ways to Engage

Location	○ On-Campus Only
	● Off-Campus Only
	○ Both On-Campus and Off-Campus Options

Times of day people can volunteer	☐ Mornings (8am-12pm)
(Check all that apply)	☑ Afternoons (12pm-5pm)
	☑ Evenings (after 5pm)

Days of week people can volunteer	☑ Monday
(Check all that apply)	☑ Tuesday
	☑ Wednesday
	☑ Thursday
	☑ Friday
	☐ Saturday
	☐ Sunday

Semesters active	☑ Fall
(Check all that apply)	☑ Spring
	☐ Summer

Background Check?	● Unsure (Note: This option is hidden if selected)
	○ Yes
	○ No
	○ Depends on Position

SUBMIT ❯   **CANCEL ❯**   **DELETE ❯**

HTML for Website URL

Examples of HTML for Website URL's   How it will appear on the VIF

Examples	How it will appear on the VIF
www.bennioncenter.org	www.bennioncenter.org
www.bennioncenter.org	www.bennioncenter.org
Click Here	Click Here

Replace the highlighted area with the Website URL

Replace the highlighted area with what text you want displayed as the clickable link

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HTML for Email Address

Examples of HTML for Email Addresses   How it will appear on the VIF

Examples	How it will appear on the VIF
info@bennioncenter.org	info@bennioncenter.org
Email us	Email us

Replace the highlighted area with the Email Address

Replace the highlighted area with what text you want displayed as the clickable link

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Thank you for submitting your Volunteer Interest Form!

We appreciate your interest in serving your community through the Bennion Center. Your submission has been recorded and the appropriate individuals have been notified.

If you do not hear back from someone within a few days, please email the program specific contact found on the confirmation email you will receive that details what volunteer opportunities you are interested in.

For additional help, you can email info@bennioncenter.org or call us at 801-581-4811.

Above is the screen/message that appears when students submit their VIF on our website.

Confirmation - Volunteer Interest Form Submitted [secure]

Info@bennioncenter.org
To: Chris Wada

Thank you for your interest in serving your community through the Bennion Center.

You have expressed interest in the following program(s):
- American Red Cross

Info about American Red Cross

To check on the status of your volunteer interest form for this program, please email bc_iac_advocacy@utah.edu.

Submission Date: 11-01-2022 7:32 PM

> Above is the confirmation email that students will receive after they submit their VIF. In the example shown, only 1 interest was selected. If additional (maximum of 3) interests were selected, they would also show up on this email. Please note that the sentence/message underneath "Info about American Red Cross" is from the "Additional info for student confirmation email".

Notification - Volunteer Interest Form Submitted for American Red Cross [secure]

u0089762@umail.utah.edu
To: Chris Wada

The following person has expressed interest in volunteering for 'American Red Cross'

First Name: Test
Last Name: Test
Pronouns: Test
Unid: u0089762

Phone: Test
Email: u0089762@umail.utah.edu

Expected Graduation Date: Test
Major: Test
How did you hear about this opportunity: Social Media

Submission Date: 11-01-2022 7:32 PM

> Above is the VIF submission notification that the emails in "Notification Email Addresses" will receive. Partnership Liaisons are expected to reach out via email within 48 hours of receiving this email notification.