

## TIPS FOR COMPLETING THE JA VOLUNTEER APPLICATION

Thank you for your interest in applying to volunteer with Junior Achievement. We appreciate the dedication of volunteers like yourself that are willing to give back to students through the facilitation of JA's life changing, impactful programs. In order to adhere to school board volunteer guidelines we require every volunteer to complete an application.

Click [here](#) to complete the application.

In order to assist you with the application process please review the following suggestions below:

### **New Volunteer Users: If you are logging in for the first time select “new user”**

Username – email address is easy to remember

Nickname – your name plus a number is easy to remember and likely not duplicated with other volunteers in our system

Password – use a combination of 8 letters and numbers that you will remember

Step 1 – click on the drop down menu under organization and select your organization

Step 2 - “Select” the JA Event

Step 3 - complete your contact information (personal and business) any fields with a red bar are mandatory

Step 4 - briefly answer the application questions, check the criminal code question (yes or no)

Step 5 - Click “add” to select the program you will be volunteering for

Select delivery date, location, training and partner preference from the drop down tabs and click “save”

Step 6 – Check the boxes for the 3 remaining questions and then click on “submit request”

### **Returning Volunteer Users: If you are logging in to change your request or volunteer again login with your username and password**

Step 1 – click on the drop down menu under organization and select your organization

Step 2 - “Select” the JA Event

Step 3 – your information should populate, verify and click “next”

Step 4 – your information should populate, answer the criminal code question (yes or no) and click “next”

Step 5 – Click “add” to select the program you will be volunteering for

Select delivery date, location, training and partner preference from the drop down tabs and click “save”

Step 6 – Check the boxes for the 3 remaining questions and then click on “submit request”

Thank you for your commitment to providing students with the JA Advantage!