Part 1: Volunteer Online Contact System Onboarding

Thank you for volunteering to do alumni solicitation outreach for the Development Office. By completing your paperwork, you will gain access to the Gettysburg College Volunteer Online Contact System (VOCS). This system will allow you to have access to the alumni for whom you have agreed to do alumni solicitation outreach.

- You will receive an email with the subject line — Thank you for volunteering! — from Gettysburg College and the Human Resource Department asking you to complete four online documents. (See attached examples.) These documents are required to gain access to the College’s network system. The confidentiality agreements are for you to have access to personal alumni information.
- Please remember: you are being hired into our Human Resource Management System. There is a lot of information that seems to be extensive. In order for you, the volunteer, to use the automated system, we had to agree to complete ALL of the paperwork. Thank you for your understanding and patience!
- You will be prompted throughout the onboarding process to complete your paperwork. If at some point, you forget where you left off, you will receive an email explaining where you are in the process.
- If you are using Safari as your browser, it needs to be version 6.2 or newer. If you are using Internet Explorer, it needs to be version 8, 9, 10 or newer. Chrome and Firefox update on their own, so you should be good if you use these browsers.
- If you have any questions, please contact your staff liaison: Jacquie Temple, Amanda DeFalco ’07 or Hannah King in the Annual Giving Office, (717)337-6502.
Thank you for your willingness to serve as a development outreach volunteer for Gettysburg College. Your role is crucial as it creates a personal bridge between the institution and the person. In order to simplify and streamline your role as a volunteer, the College has created a Volunteer Online Contact System, which will be referred to as VOCS.

VOCS allows you to gain quick and easy access to complete your development outreach assignments. The system provides you with the most recent giving history and biographical information, allows you to submit biographical updates which you may glean, and permits you to share information to our development office, through contact reports, gained while connecting with your outreach assignment.

Please take care of the item(s) in the list below as soon as possible so that your onboarding process goes smoothly.

Please complete and submit the Personal Data Sheet. I realize that there is a lot of information required to perform your role as a volunteer; however, due to the College's Human Resource requirements, this is mandatory in order to use this automated online system. Your understanding with the process is greatly appreciated.

Please read the Network Use Policy and sign the Agreement to the Network Use Policy Terms and Conditions.

Please read, sign, and submit the Volunteer Confidentiality Agreement.

Please read, sign, and submit the Volunteer Assumption of Risks, Release, Indemnification, and Hold Harmless Agreement.

As a volunteer, you play an important role in helping the College remain connected. Again, thank you for volunteering. If you have any questions, please don't hesitate to contact me at 717-337-6512, jrtemple@gettysburg.edu.

Yours truly,
Jacquie Temple
Associate Director of Annual Giving

Please Note: Unfortunately, this email is an automated notification, and replies to this message are routed to an unmonitored mailbox.
In order to confirm your identity, please enter the last 4 digits of your Social Security Number, and then click the "Verify My Identity" button.

Last 4 Digits of SSN

Verify My Identity

You will see this authentication every time you enter a new page.
You will need to complete all three tabs before you will be allowed to submit this document.

Remember to complete the additional two tabs at the top of this document before you submit the document.
We realize that this information is not necessary to volunteer; however, please remember that you are being hired into the College’s Human Resource System. Please complete the two fields with asterisks. Thank you for your understanding.

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you Hispanic or Latino?*</td>
<td></td>
</tr>
<tr>
<td>A person of Cuban, Mexican, Puerto Rican, South American, Central American, or Latin American origin.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Race (select one or more)*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AMERICAN INDIAN OR ALASKA NATIVE</td>
<td>A person having origins in any of the original peoples of North, South, or Central America who maintains cultural identification through tribal affiliation or community attachment.</td>
</tr>
<tr>
<td>ASIAN</td>
<td>A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Philippine Islands, Thailand, and Vietnam.</td>
</tr>
<tr>
<td>BLACK OR AFRICAN AMERICAN</td>
<td>A person having origins in any of the black racial groups of Africa.</td>
</tr>
<tr>
<td>NATIVE HAWAIIAN OR PACIFIC ISLANDER</td>
<td>A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</td>
</tr>
<tr>
<td>WHITE</td>
<td>A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Military</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>No Military Service</td>
<td>Active Reserve</td>
</tr>
<tr>
<td>Retired</td>
<td>Other Veteran</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Citizenship*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Citizen</td>
<td>Canadian Citizenship</td>
</tr>
<tr>
<td>Permanent Resident</td>
<td>Currently not a U.S. Citizen</td>
</tr>
</tbody>
</table>

Country of Birth*  

<table>
<thead>
<tr>
<th>Emergency Contacts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Emergency Contact*</td>
<td></td>
</tr>
<tr>
<td>Relationship</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
</tbody>
</table>

For this box, you can use Billy Bullet as your contact.

Remember to complete the additional tab at the top of this document before you submit.
When you are finished with all three tabs, you are ready to submit.

We realize that this information is not necessary to volunteer; however, please remember that you are being hired into the College’s Human Resource System. Please complete the two fields with asterisks. Thank you for your understanding.
In order to confirm your identity, please enter the last 4 digits of your Social Security Number, and then click the "Verify My Identity" button.

**Last 4 Digits of SSN**

**Verify My Identity**
Click on the space, use your mouse or finger (ipad, mobile) to sign.
In order to confirm your identity, please enter the last 4 digits of your Social Security Number, and then click the "Verify My Identity" button.

Last 4 Digits of SSN

Verify My Identity
Gettysburg College
Development, Alumni and Parent Relations
Volunteer Agreement

I, the undersigned, desire and agree to volunteer for Gettysburg College division of Development, Alumni and Parent Relations. I further understand and agree to the following:

I am donating my time and services without any compensation and shall at no time be considered an employee or independent contractor of the College, and the College will not provide any form of insurance coverage for me;

My volunteer activities are not required for completion of any course of study leading to a degree granted by Gettysburg College.

*In signing this document I acknowledge that I have had an opportunity to ask any questions I have about it, that I have read it, that I understand it, that I accept its terms, and that I have signed it knowingly and voluntarily.*

Signature

Click on the space, use your mouse or finger (ipad, mobile) to sign.
Personal Data Sheet

Authentication

In order to confirm your identity, please enter the last 4 digits of your Social Security Number, and then click the "Verify My Identity" button.

Last 4 Digits of SSN

Verify My Identity
Network Use Policy Agreement

I have read the College's Network Use Policy, and I agree to abide by its terms and conditions. In particular, I will not share my password with others for any reason, and I understand that I alone am responsible for all network activity using my account.

Volunteer Name* 

Signature Date

09/05/2016

Volunteer Signature*

Click to Sign Document

Click on the space, use your mouse or finger (ipad, mobile) to sign.

Submit
You will receive this notice after all of your paperwork has been submitted. From this point, it could take up to 14 days to receive the next email which prompts you to call the IT HelpDesk to get your username and password.
Thank you for completing your Volunteer Online Contact System (VOCS) forms. Your access to the system has been finalized.

Please contact the Gettysburg College Helpdesk at (717) 337-7000, extension 2, Monday through Friday from 8:00 AM to 4:00 PM to receive your username and password for the volunteer system.

Your Gettysburg College staff liaison will contact you in the near future to discuss the next steps with VOCS and your role as a development outreach volunteer. Thank you for completing this process.

If you have any questions, please don't hesitate to contact me at 717-337-6512, jrtemple@gettysburg.edu.

Yours truly,
Jacquie Temple
Associate Director of Annual Giving

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