

Part 1: Volunteer Online Contact System Onboarding

Thank you for volunteering to help with 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 individuals for whom you have agreed to help with volunteer 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 information – biographical information and two years of giving history.
- 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 College liaison: (717)337-6502 for Jacquie Temple, Amanda DeFalco '07 or Brandon Davis or (717)337-6497 for Billy Ferrell.

From: Gettysburg College [mailto:nobody@gettysburg.edu]
Sent: Thursday, September 08, 2016 2:33 PM
To:
Cc: ADVVOCSMANAGER-ALUMNI@gettysburg.edu
Subject: Thank you for volunteering!

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 [Gettysburg College Development, Alumni and Parent Relations Volunteer Document](#).

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.

This is the email that you will receive to begin the VOCS onboarding process.

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

You will see this authentication every time you enter a new page.

Personal Data Sheet

NOTE: Please complete the required fields on all THREE tabs prior to submitting the form. (Required fields are indicated by an asterisk.)

Name & Contact Info

Race, Military & Emergency

Education & Employment

You will need to complete all three tabs before you will be allowed to submit this document.

Legal Name (as it appears on your Social Security card)

First Name *

Middle Name

Last Name *

Professional Name

Name Prefix *

First Name *

Middle Name

Last Name *

Same as Legal Name

Biographic

Date of Birth *

Gender *

Marital Status *

Permanent Address

Country *

Street Address *

City *

State Code *

Postal Code *

Local Address

Country *

Street Address *

City

State Code

Postal Code

Same as Permanent Home Address

Email Address

Personal Email

Phone Numbers

Home Phone *

Cell Phone *

Preferred

Remember to complete the additional two tabs at the top of this document before you submit the document.

Submit

NOTE: Please complete the required fields on all THREE tabs prior to submitting the form. (Required fields are indicated by an asterisk.)

Personal Data Sheet

NOTE: Please complete the required fields on all THREE tabs prior to submitting the form. (Required fields are indicated by an asterisk.)

Name & Contact Info

Race, Military & Emergency

Education & Employment

Ethnicity

Are you Hispanic or Latino?*

A person of Cuban, Mexican, Puerto Rican, or other Hispanic, Latin American, or Spanish culture or origin, regardless of race.

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.

Race (select one or more)*

- AMERICAN INDIAN OR ALASKA NATIVE. 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.
- ASIAN. 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.
- BLACK OR AFRICAN AMERICAN. A person having origins in any of the black racial groups of Africa.
- NATIVE HAWAIIAN OR PACIFIC ISLANDER. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- WHITE. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Military

- No Military Service
- Active Reserve
- Inactive Reserve
- Retired
- Other Veteran
- Vietnam Veteran

Citizenship*

- U.S. Citizen
- Canadian Citizenship
- Naturalized
- Permanent Resident
- Currently not a U.S. Citizen

Country of Birth*

Emergency Contacts

Primary Emergency Contact*

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

Relationship

Relationship

Phone Number

Phone Number

Email Address

Email Address

Remember to complete the additional tab at the top of this document before you submit.

Submit

NOTE: Please complete the required fields on all THREE tabs prior to submitting the form. (Required fields are indicated by an asterisk.)

Personal Data Sheet

NOTE: Please complete the required fields on all THREE tabs prior to submitting the form. (Required fields are indicated by an asterisk.)

Name & Contact Info

Race, Military & Emergency

Education & Employment

Highest Level of Education *

Bachelor Degree ▼

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.

Bachelor Degree

Did either of your parents complete a four-year undergraduate degree program?*

▼

Institution Name

Institution Country

Type of Degree

Degree Year

Submit

When you are finished with all three tabs, you are ready to submit.

NOTE: Please complete the required fields on all THREE tabs prior to submitting the form. (Required fields are indicated by an asterisk.)

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

Confidentiality Agreement

Agreement

The following agreement is designed to provide working guidelines to assure uniform presentations and fairness. They apply to all volunteers of Gettysburg College. While this is a uniform agreement, it cannot cover all situations and is not meant to be a substitute for detailed review of individual situations. In some circumstances, interpretations will be required and will generally be made by the College staff. However, it is intended that these policies, which may be updated periodically, will serve to answer your basic questions.

Gettysburg College reserves the right to revise these policies as necessity dictates. Notice of such revisions will be made available.

Confidentiality Agreement

I agree that information which I may have access to through my involvement as a volunteer with Gettysburg College will be held in confidence by me and I will not make such information available to others either verbally, electronic or in written form. If such information is requested of me, I will instruct the person to follow appropriate procedures and solicit the data from the appropriate college office or director within this office. I further agree and understand that I will not use, publish, disseminate or otherwise disclose such information to any third party for my own personal or professional gain. As a user of Gettysburg College's electronic community, I agree to fully abide by Gettysburg College's website Terms of Use and Privacy Policies, as all of the same may be amended or modified from time-to-time. In the event that my volunteer work for Gettysburg College necessitates my use of the College's computer and/or electronic mail systems, I agree additionally to comply with the College's Network Use Policy, as the same may be amended from time-to-time. I understand that violation of the terms of this agreement or any of the policies referenced herein may result my termination as a volunteer for Gettysburg College and the Division of Development, Alumni & Parent Relations.

Affirmation

I have read the above Confidentiality Agreement of the Gettysburg College volunteer program. I understand that failure to comply with this Agreement and the policies referenced herein will result in possible termination as a volunteer. By signing below I am acknowledging that I understand all the policies and procedures of the Gettysburg College volunteer program.

Volunteer Name *

Class Year

SignatureDate

Volunteer Signature *

Click to Sign Document

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

Submit

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

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

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

Thank you for submitting your form!

Your form has been successfully received by the Human Resources Office. You may now close this window. Thank you!

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.

From: Gettysburg College [<mailto:nobody@gettysburg.edu>]
Sent: Monday, September 26, 2016 11:45 AM
To: Name
Cc: ADVVOCSMANAGER-ALUMNI@gettysburg.edu
Subject: Your VOCS system access is ready

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

Please Note: Unfortunately, this email is an automated notification, and replies to this message are routed to an unmonitored mailbox.

This is the email that you will receive to complete your onboarding process. Please call the IT HelpDesk at your earliest convenience to receive your username and password.

Thank you for completing Part 1, the onboarding process, and for volunteering to help with solicitation outreach for Gettysburg College. The next step is Part 2, using the Volunteer Online Contact System. That information will come in a separate email.