



## How to Apply to Volunteer

Visit our website: <http://ideaexchange.org/volunteers>

Scroll down to: “Applicants” and select ‘Apply Now’. It will take you to the online application. Sign up with an email address. That is your username. You will be emailed a password so you can log in and book an interview and an orientation session. You will need both.

Interview/Orientation appointments are opened up quarterly in May, August, November and February and are filled on a first booked, first served basis.

### ***To Book a Volunteer Interview AND Orientation Session:***

- Select the “Sign Up” button
- Find a “Help Wanted” sign on a date that you are available. Click it.
- Review the appointment times that are available and find one that works for you.
- Double check the location and time to ensure you can make the commitment.
- Hit “Schedule Me” to book or calendar view to return to the calendar.
- Select “YES’ to confirm
- Scroll down and find the date and event you’ve signed up for to review the confirmation information such as staff contact, notes and check in location

***We welcome individuals to join our volunteer team when we have an appropriate position to offer. Please note, not all positions are appropriate for all volunteers or available at all locations.***

I look forward to receiving your application!

Kindly,  
Shannon Markle, volunteer coordinator  
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