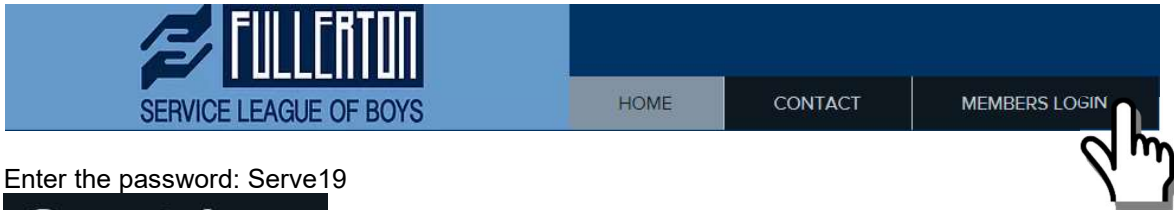
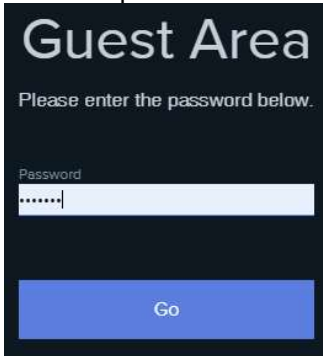


VOLUNTEER COORDINATOR INSTRUCTIONS – SUBMITTING AN EVENT SIGNUP REQUEST

1. Login to the Members-Only section of the Fullerton SLOBs website (www.fullertonslobs.com) >> Members Login



2. Enter the password: Serve19



3. On the Members-Only homepage, click **Volunteer Coordinators**



2019-20 Meeting Dates & Times

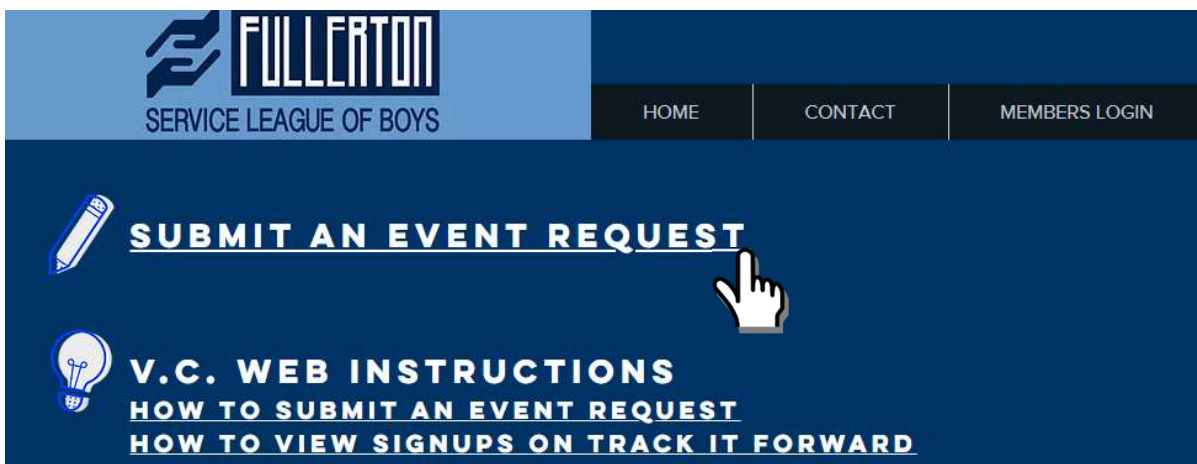
Sun., Aug. 25th - 4PM
Sun., Oct. 13th - 4PM
Wed., Dec. 4th - 7PM
Thur., Jan. 23rd - 7PM
Sun., Mar. 15th - 4PM
Sun., May 3rd - 4PM

Location: Laguna Road Elementary MPR - 300
Laguna Road, Fullerton 92835

2019-20 Executive Board

President: John Cassady
VP Membership: Felix Lee
VP Philanthropy: Nivie Jhawar
Asst. VP Philanthropy: Lanette Lidyoff
Asst. VP Philanthropy: Nicole Yi
VP Hours & Awards: Edward Luque
Secretary: Jean Fu

4. On the Volunteer Coordinator page, click **Submit an Event Signup Request**



SUBMIT AN EVENT REQUEST

V.C. WEB INSTRUCTIONS
HOW TO SUBMIT AN EVENT REQUEST
HOW TO VIEW SIGNUPS ON TRACK IT FORWARD

5. Select the Event or Group Name. If you don't see the philanthropy listed, enter the name under "Other."

Event Signup Request

Please use this form to request an Event Signup and/or Group Email.

* Required

Event or Group Name *

All the Arts

Boys Hope Girls Hope

6. Enter a description of the service opportunities available and any special instructions that might be helpful.

Description *

Please provide a short description of what volunteer opportunities are available.

Event setup for All the Arts XXII Art Auction. Volunteers will setup Eazy-ups tables & chairs in the Downtown Fullerton Marketplace|_____

7. Enter the rest of the event information using the fields provided. Most fields have descriptions to guide you through the process.

of Volunteers Needed (adults/boys) *

Enter a set number, a range, or "unlimited"

1 adult/8 youth

Address/Meet-up Location *

301 N. Pomona, Fullerton 92832

*check-in at the museum courtyard entrance|_____

8. Click the "Submit" button and an email will be sent to the VP Communications notifying them to create the signup. Please allow up to 24 hours to see an event posted.