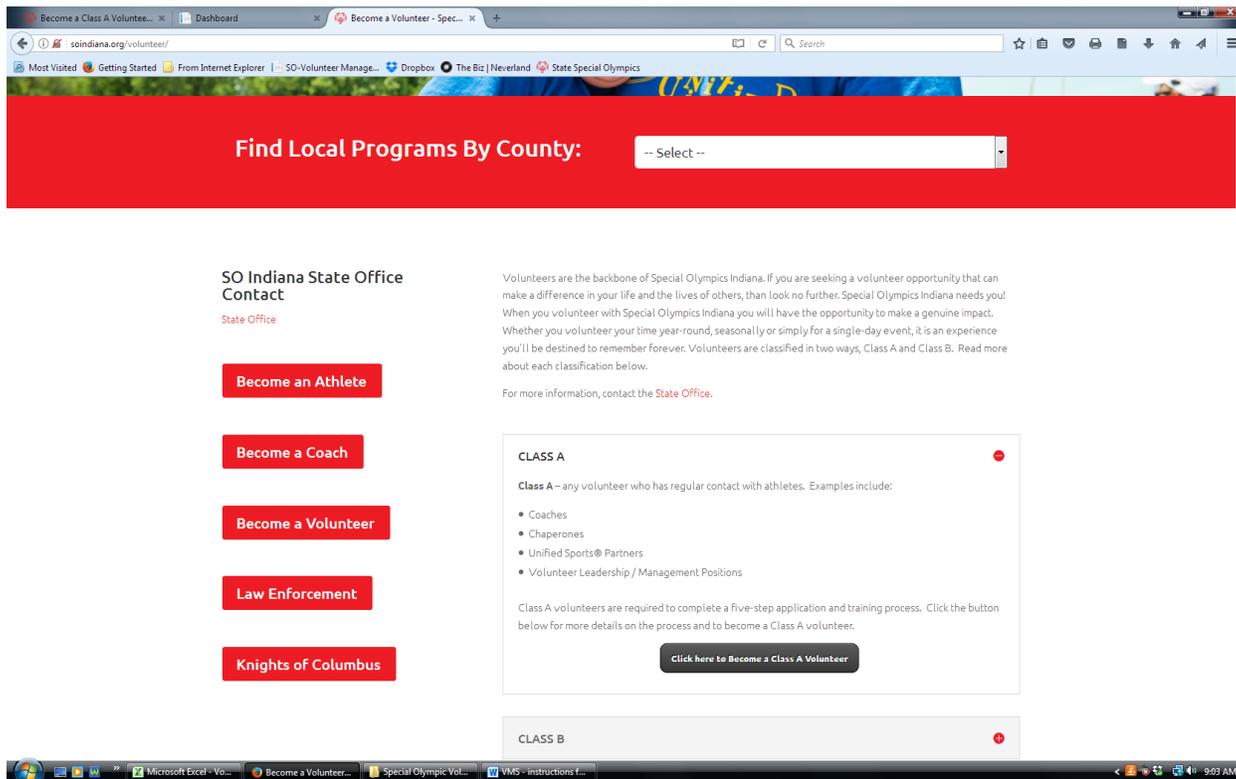


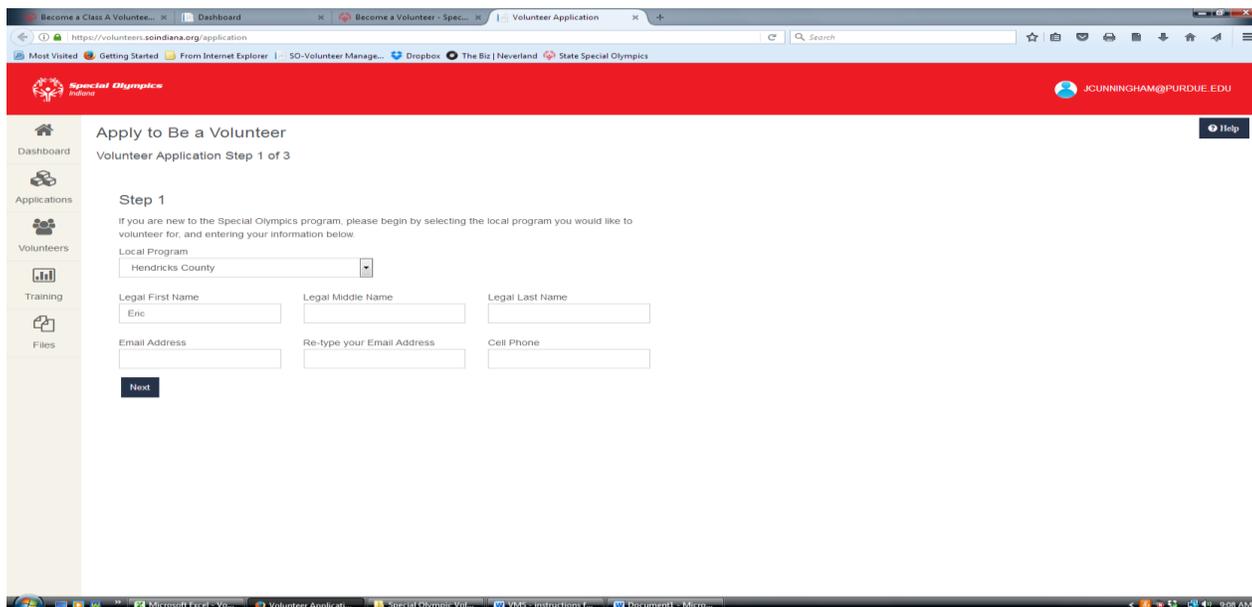
Instructions to create an account for Special Olympics to become a Certified Volunteer .

Go to <http://soindiana.org/volunteer/> . Click on 'Class A' then click on 'Click here to become a Class A volunteer' button. (see diagram below)



You get this screen below and begin the process. Note: there are 3 pages. Be sure to complete each page .

Once completed then hit the 'submit' button. If you hit submit and it looks like it doesn't do anything, scroll back up to see if there is anything that wasn't right and needs corrected, such as the passwords didn't match, or a missed required field.



The next 3 images are 3 screens (so couldn't get it in one screen shot).

Volunteer Application Step 2 of 3

Please review and update all information listed below. Once reviewed, click the Submit button at the bottom.

### Local Program

Hendricks County

### Personal Information

Legal First Name: Eric  
Middle Name: Scott  
Last Name: Spurling

Email Address: janetspurling@hotmail.com

Password: [ ] Re-Enter Password: [ ]

Home Address: [ ] Apt/Unit: [ ]

City: [ ] State: Alberta  
Zip Code: [ ] County: [ ]

Home Phone: [ ] Cell Phone: [ ]

Date of Birth: [ ] Gender:  Male  Female

### Employment

Employer/School: [ ]

Occupation: [ ]

Qualifications: [ ]

### History With Special Olympics

Have you ever volunteered or participated in any activities with Special Olympics?  
 Yes  No

### Confidential Information

Have you in the past year used illegal drugs or prescription drugs unlawfully?  
 Yes  No

Have you ever been convicted or a criminal offense? (omit minor traffic offenses)  
 Yes  No

Have you ever been charged with neglect, abuse, assault, or any sexual offense?  
 Yes  No

Has your driver's license ever been suspended or revoked?  
 Yes  No

Confidential Information

Have you in the past year used illegal drugs or prescription drugs unlawfully?  
 Yes  No

Have you ever been convicted or a criminal offense? (omit minor traffic offenses)  
 Yes  No

Have you ever been charged with neglect, abuse, assault, or any sexual offense?  
 Yes  No

Has your driver's license ever been suspended or revoked?  
 Yes  No

Emergency Contacts

First Name  Last Name

Cell Phone

If you hit submit and it looks like it doesn't do anything, scroll back up to see if there is anything that wasn't right and needs corrected, such as the passwords didn't match, or a missed required field.

BE CAREFUL HERE: Be sure to read and fill out completely. Also BE SURE to hit the 'next' button. Do NOT use the 'go back' arrow.

Apply to Be a Volunteer  
 Volunteer Application Step 3 of 3

Consent/Release Form

I understand that:

- o The information that I have provided may be verified by periodic background checks or any other means deemed appropriate, and I give permission to Special Olympics to make inquiry of others concerning my suitability to act as a Special Olympics volunteer.
- o In the course of volunteering for Special Olympics, I may be dealing with confidential information and I agree to keep said information in the strictest confidence.
- o The relationship between Special Olympics and volunteers is an "at will" arrangement, and that it may be terminated at any time without cause by either the volunteer or Special Olympics.
- o I grant Special Olympics permission to use my name, likeness, voice and words in television, radio, and film, or other media, in any form, for the purpose of promoting activities of Special Olympics and/or applying for funds to support these activities.
- o I will notify Special Olympics Indiana of any change to the information I have provided on this application within ninety days of its occurrence.

**As a Special Olympics coach/volunteer, I understand that:**

- o The information that I have provided may be verified by periodic background checks or any other means deemed appropriate, and I give permission to Special Olympics to make inquiry of others concerning my suitability to act as a Special Olympics volunteer.
- o In the course of volunteering for Special Olympics, I may be dealing with confidential information and I agree to keep said information in the strictest confidence.
- o The relationship between Special Olympics and volunteers is an "at will" arrangement, and that it may be terminated at any time without cause by either the volunteer or Special Olympics.
- o I grant Special Olympics permission to use my name, likeness, voice and words in television, radio, and film, or other media, in any form, for the purpose of promoting activities of Special Olympics and/or applying for funds to support these activities.
- o I will notify Special Olympics Indiana of any change to the information I have provided on this application within ninety days of its occurrence.

**If I participate as a Special Olympics Unified Sports® partner, I understand that:**

I affirm that I have read the above and that the information I have given is true and complete.

Enter Your Full Legal Name

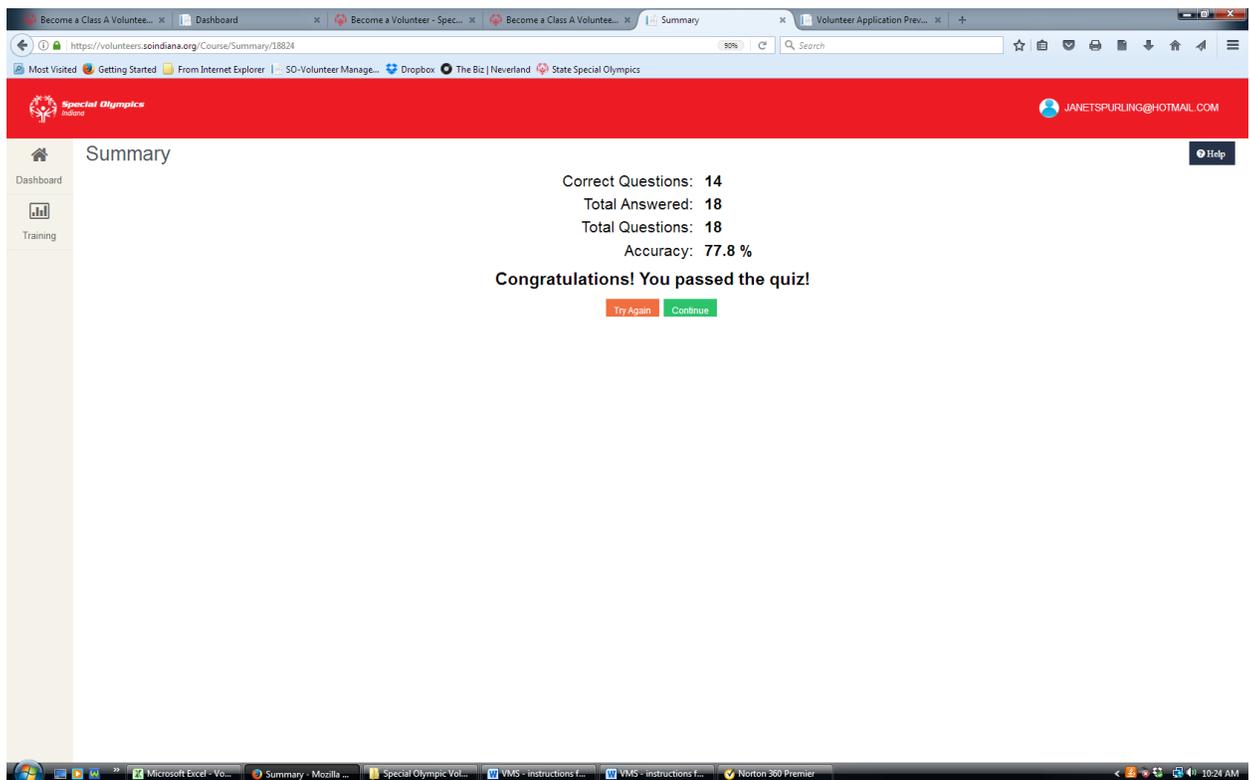
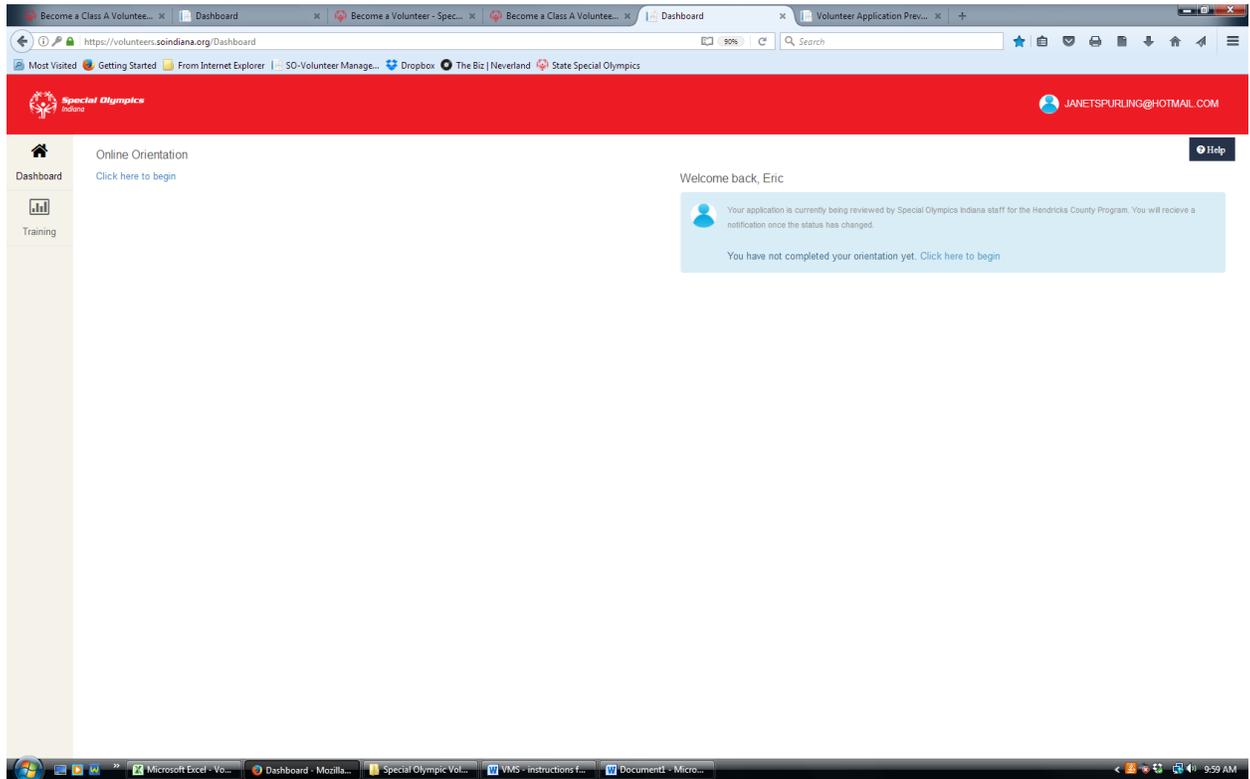
Enter Today's Date

Social Security Number

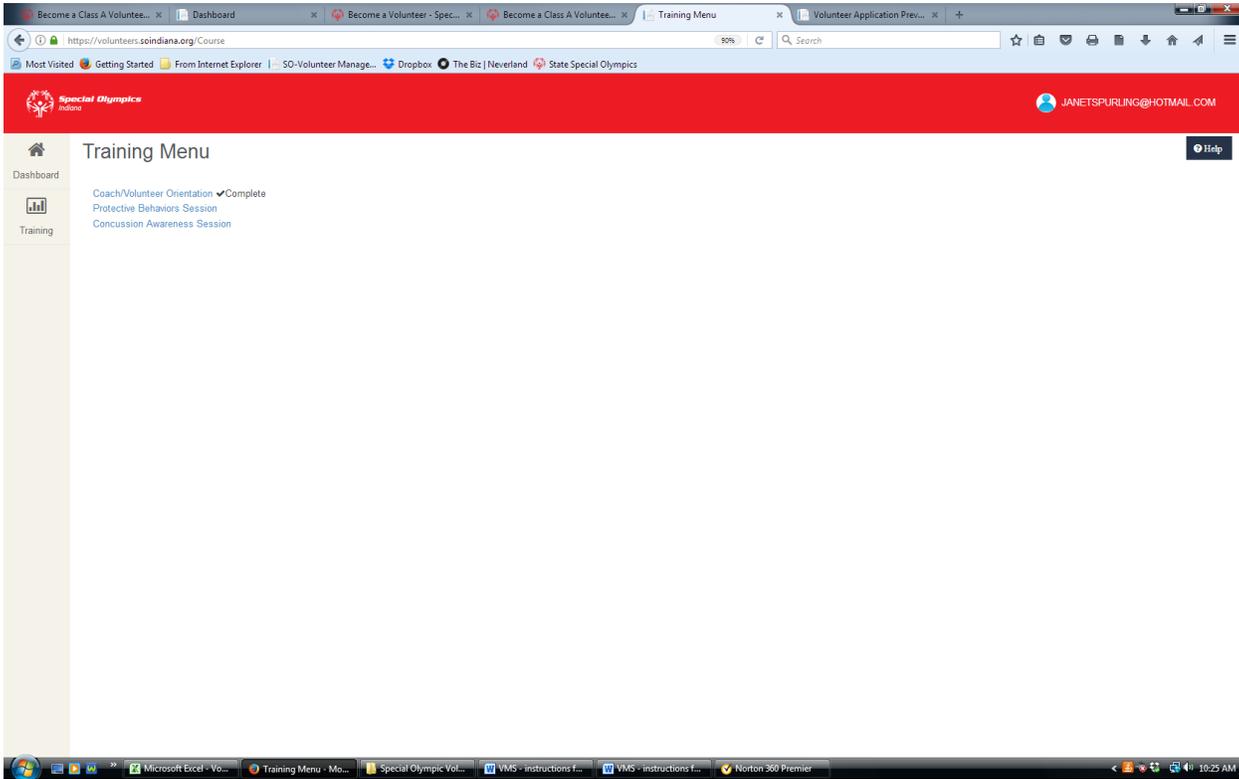
Social Security Numbers will not be stored by Special Olympics Indiana. Its use is one-time only.

Now click on 'click here to begin' for the Online Orientation trainings. There are 3 parts. Once each section is done you will get a "Congratulations you have passed the quiz" screen. Hit 'continue' for the next training.

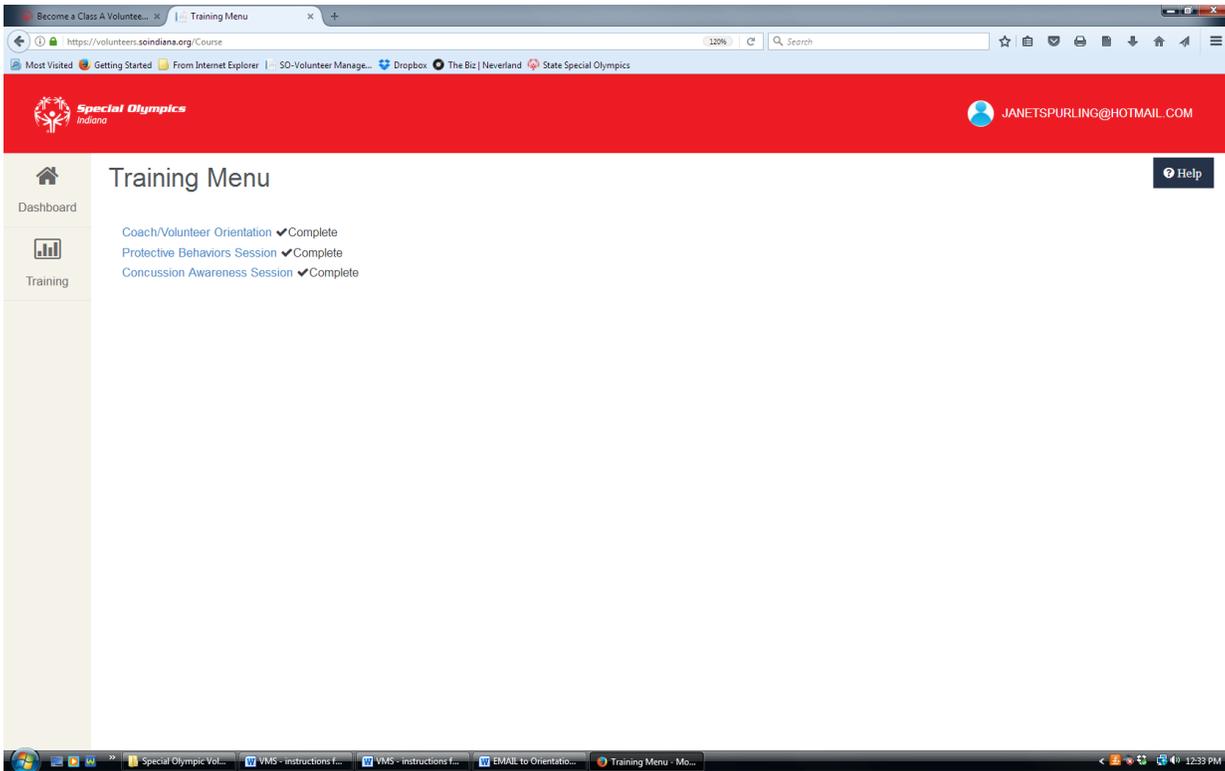
\*\*\*\* If you need to stop, you can go back into it by logging in and clicking on the 'Training' on your dashboard. It will Bring you back to the screen below. Click on the Training at the left to see what is left to complete.



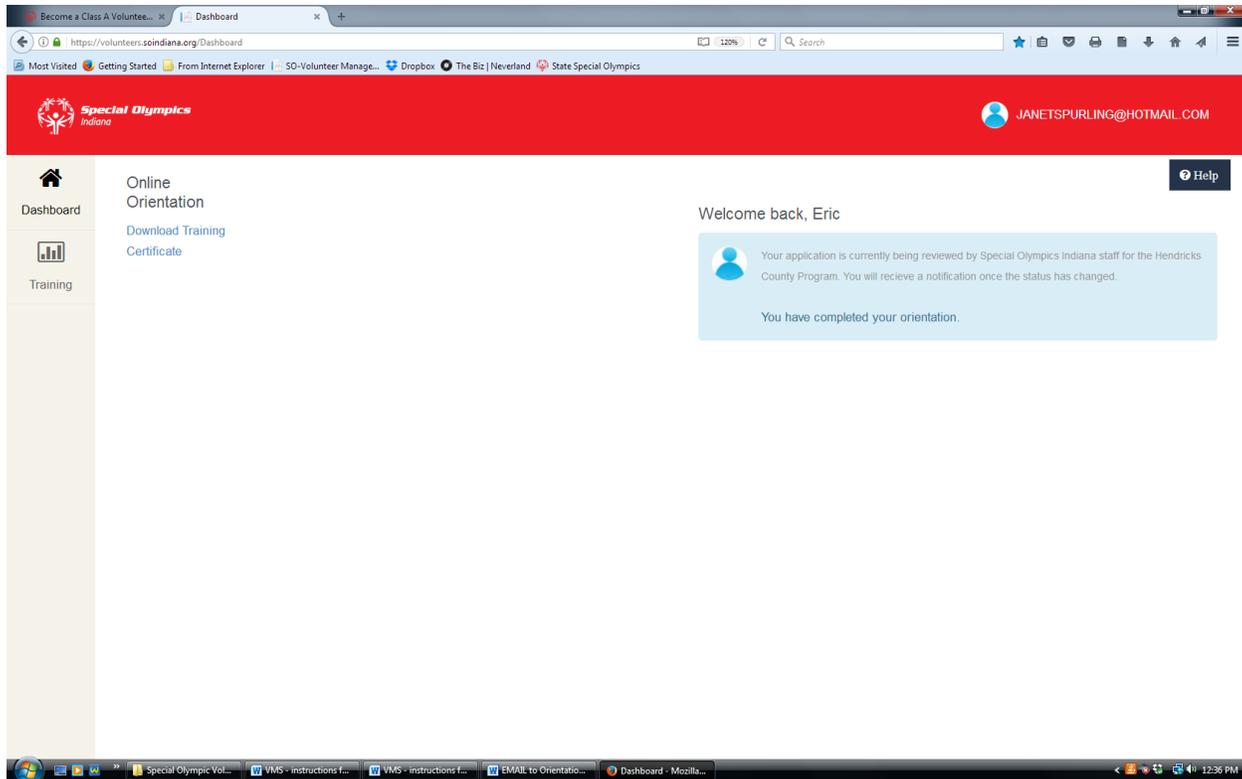
Click on 'Training' to see what trainings you have taken or still need to take.



When you have completed all three trainings, your Training screen should look like this.



When you have completed all three trainings, your Dashboard screen should look like this. Note: it says you have completed your orientation.



CONGRATULATIONS! You have now completed the online process to become a volunteer. You should get an email once the State Office completes their process.

As a help to Hendricks Co, please email Janet Cunningham ([janetspurling@hotmail.com](mailto:janetspurling@hotmail.com)), the County Volunteer Coordinator and let her know what sports/events you are volunteering for. This helps in the communication for those sports/events.

Thank you for your time, effort and dedication in helping with our athletes. The program would not be what it is today if you did not have volunteers like you!

For any questions / comments you can always contact us at :

Janet Cunningham – Hendricks Co Volunteer Coordinator

[janetspurling@hotmail.com](mailto:janetspurling@hotmail.com)

317-372-2863 – text / call

Scott Munroe – Hendricks County Coordinator

[scamj@sbcglobal.net](mailto:scamj@sbcglobal.net)