

Instructions for Completion of Volunteer Service Agreement

1. Download the [Volunteer Form \(301a\)](#)
2. On page 1, complete the following fields; typed entries preferred (detailed instructions on completing the form are [available here if needed](#)):
 - a. 5) Name of Volunteer
 - b. 9) Street Address
 - c. 10) City, State, Zip Code
 - d. 11) Email Address
 - e. 12) Phone
 - f. 13) Age
 - g. 14a-d) Optional demographic information
 - h. 15-19) Emergency contact info
3. On page 2, complete the following fields:
 - a. 33) Check the applicable box (typically the 1st one)
 - b. 34) Signature of Volunteer and date
4. Download and read the [Tailgate Safety and JHA Documents](#)
 - a. RWU JHA for Fieldwork
 - b. RWU Employee Accountability
 - c. Environmental Hazards
 - d. Driving
5. On the Tailgate Safety Sheet, print and sign your name
6. Give the signed Volunteer Form and Tailgate Safety Sheet to Colin Krause or Craig Roghair