

Instructions for AdobeSign Volunteer Registration Form

- 1) Either the department supervisor (person directing work to volunteer) or a coordinator in the department can initiate the form. To do so, click on the [“AdobeSign Volunteer Registration Form” link](#) on the [Employment Services - Volunteers page](#).
- 2) Enter the email address for the department supervisor (or “myself” if you are the supervisor) in the first field and the email address for the volunteer into the second. Then start the form.
- 3) The department supervisor will receive an email or be taken to the first section of the form to complete. Follow the prompts and pay attention to the restrictions built into the form.
- 4) The department supervisor will be asked to name the department on the CANRA form at the bottom. After completed and signed, an invitation will be sent to the volunteer to complete the remainder of the form.
- 5) The volunteer will be asked to fill in personal information and make selections on qualification questions to ensure the volunteer designation is appropriate.
- 6) If driving has been identified to be part of the assignment in the Safety Training section by the department supervisor, the volunteer will be prompted to attach a photo of their Driver License.
- 7) After all fields are completed and the form is signed, the form will be received by the Human Resources/Employment Services office for review.
Note: The process at this point may take between 2 and 15 business days to complete, depending on additional pre-requisites identified. Please plan the submission of form and start date of assignment accordingly.
- 8) A representative from Employment Services will reach out to the volunteer and/or the department supervisor if additional steps are required prior to the start of the volunteer assignment.
- 9) The form will be forwarded to Organization & Learning Development to coordinate the assignment of required safety trainings to be completed by volunteer before or at the beginning of the volunteer assignment.
- 10) When all pre-requisites are complete, an email will be sent to the department supervisor to confirm the volunteer assignment may begin as planned.

For further assistance, please contact Employment Services at

hr-empservices@csus.edu.