What Am I Applying For?

When you direct volunteers to your application, you want to make it clear what they are applying for. You also need to ensure they are asked to give you all the information you are going to need not only to review their application, but to get them started volunteering at your facility.

From Tools, open Preferences, and then go to the Volunteer Application section. Here you have 3 tabs:

- **Display.** How does your application show up?
  - The Application Information shows at the top of the application. Include any rules or guidelines for the application, including what the application is for.
  - Once the volunteer submits the application, you can have them redirected to a different web page. That's the Application Completion URL.
  - If you aren't accepting applications at this time, don't leave people hanging! Set the Turn Off Applications preference and let the volunteers know what's going on.

- **Optional Fields.** What do you actually need to know from your volunteer? Disable any information you don't care about, enable the stuff you do care about, and for anything you absolutely *must* have, set the dropdown menu to Require.

- **Custom Fields.** Unfortunately, KeepnTrack isn't psychic (yet); only you know the special requirements for volunteers at your institution. Rather than you needing to contact people about these requirements after the fact, KeepnTrack allows you to set up custom questions volunteers can answer right in the application. You can then make these questions optional (enabled) or required.

By setting up your volunteer application beforehand, you minimize work for yourself later. Be sure to set up your Volunteer Approval and Volunteer Notifications preferences, too!

See these posts for more tips on volunteering:

Are You Showing Your Volunteers Enough Appreciation?

9 Mistakes You Are Making With Your Volunteer Program