WHAT IS AN **INITIATIVE**?

(No changes to this section)

INITIATIVE**APPROVAL FORM**

When you have found an initiative source you want to volunteer at, click on the link below and fill out the google form.

YOU MUST FILL OUT THE FORM AT LEAST THREE DAYS BEFORE YOU ACTUALLY GO AND VOLUNTEER!!! (Anything sooner will NOT get approved.)

Every member must complete the google form, even if another member has already been approved to volunteer at the same initiative source.

We'll try to get back to you within 1-2 days. If you do not get an initiative approval email after 2 days of submitting the form, please email [planoseniorhsnhs@gmail.com](mailto:planoseniorhsnhs@gmail.com) to let us know.

**Initiative Approval Form (.gform)**

What happens **after I volunteer** at my INITIATIVE source?

(Replaces INITIATIVE EMAIL TEMPLATE section)

After you have volunteered at your initiative source for the first time, email your initiative source sponsor using the email template below.

This will always us to confirm your attendance and give you service credit.

Make sure to have them email their confirmation template to planoseniorhsnhs@gmail.com (NOT back to you)!

We'll forward the sponsor's confirmation email back to you, for you to print for the day of point sheet pickup.

**Sponsor Email Template (.gdocx)**

(If you can put this section below into its own box that would be great. If not, please put it with the section above.)

What if i want to **volunteer** at my INITIATIVE source again?

If you want to volunteer at the same initiative source on a different date, you do NOT need to get it approved again.

After you have volunteered, please have the sponsor sign your point sheet.

Using the email template below, email your membership coordinator with the date and service hours to let them know you volunteered at the source again.

Juniors: Lauren Burch – [lauren.burch.nhs@gmail.com](mailto:lauren.burch.nhs@gmail.com)

Seniors: I-Jung Lin – [ijung.lin.nhs@gmail.com](mailto:ijung.lin.nhs@gmail.com)

**Membership Coord Email Template (.gdocx)**