



**IOWA STATE FAIR
BLUE RIBBON
FOUNDATION**

INSTRUCTIONS

**Using VolunteerLocal
to sign up to volunteer at the
2024 IOWA STATE FAIR**

FIRST-TIME VOLUNTEERS

Start with pages 2 and 3, then go to page 4

RETURNING VOLUNTEERS

Start on page 4 and continue

ALL VOLUNTEERS

How to sign up online to volunteer at the 2024 Fair

IMPORTANT NOTE: You may sign up yourself and one, two or three additional people at one time as long as everyone is working the **EXACT** same shifts and locations. To sign up multiple people to work the same shift(s), you need **ALL** of their contact information to ensure that (1) everyone's information is accurate, and (2) each individual is able to receive timely email updates from the Blue Ribbon Foundation.

TWO WAYS TO GET TO THE SIGN UP PORTAL:

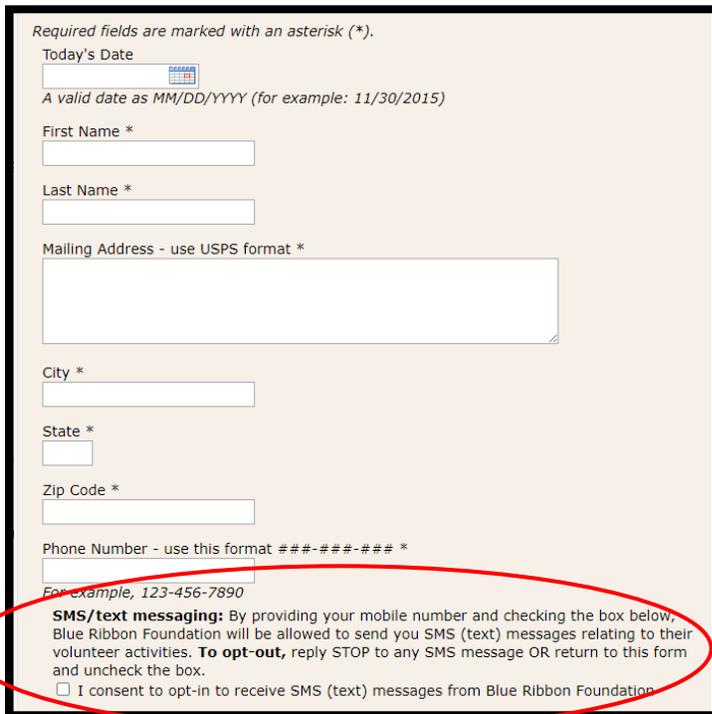
- 1) Go to **www.BlueRibbonFoundation.org**, select **Events** from the top menu and then click on **Volunteer** located on the left side of the drop down menu. **Click the CLICK HERE TO SIGN UP** link.
- 2) Open the May issue of **THE BUZZ** volunteer-focused eNewsletter, then scan or click on the **QR code** imbedded in the article about Fair volunteering.

FIRST TIME VOLUNTEERS – REGISTER HERE

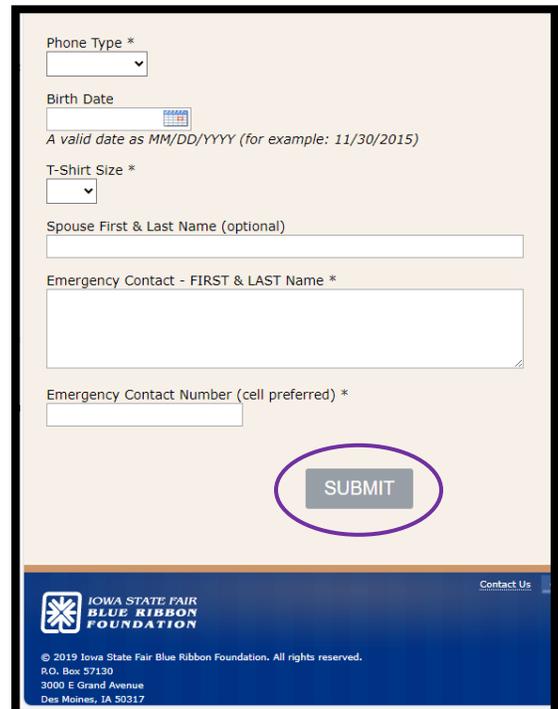
Start by entering your **email address** and filling in the registration form (two boxes below).



The screenshot shows the top navigation bar of the Iowa State Fair Blue Ribbon Foundation website. The main heading is "What's your email address?". Below it is a text input field for the email address. A red arrow points to this field. The website header includes the logo and navigation links: Ways to Give, Events, Renovations, News & Notes, State Fair Store, and About Us. There are also links for "Contact Us" and "Donate Now" in the top right corner.



This screenshot shows the registration form fields. The fields include: Today's Date (with a calendar icon), First Name *, Last Name *, Mailing Address - use USPS format *, City *, State *, Zip Code *, and Phone Number - use this format ###-###-#### *. A red circle highlights the "SMS/text messaging" section, which contains the text: "SMS/text messaging: By providing your mobile number and checking the box below, Blue Ribbon Foundation will be allowed to send you SMS (text) messages relating to their volunteer activities. To opt-out, reply STOP to any SMS message OR return to this form and uncheck the box." and a checkbox labeled "I consent to opt-in to receive SMS (text) messages from Blue Ribbon Foundation".

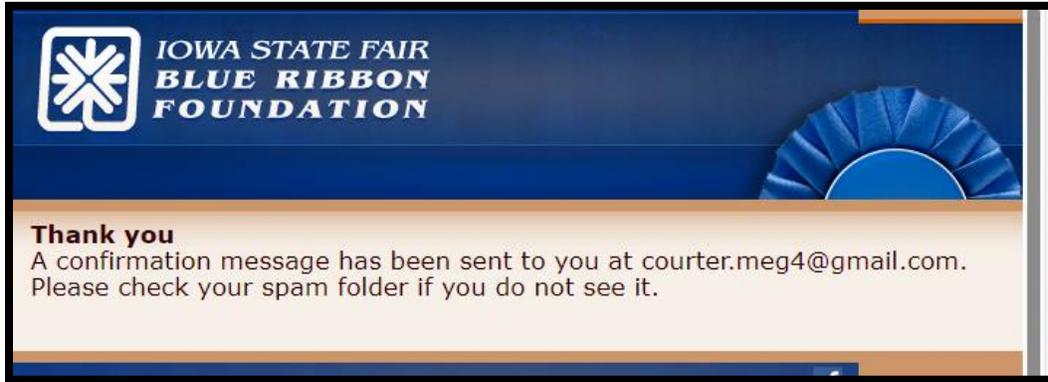


This screenshot shows the registration form fields. The fields include: Phone Type *, Birth Date (with a calendar icon), T-Shirt Size *, Spouse First & Last Name (optional), Emergency Contact - FIRST & LAST Name *, and Emergency Contact Number (cell preferred) *. A purple circle highlights the "SUBMIT" button. The footer includes the Iowa State Fair Blue Ribbon Foundation logo and contact information: © 2019 Iowa State Fair Blue Ribbon Foundation. All rights reserved. P.O. Box 57130, 3000 E Grand Avenue, Des Moines, IA 50317.

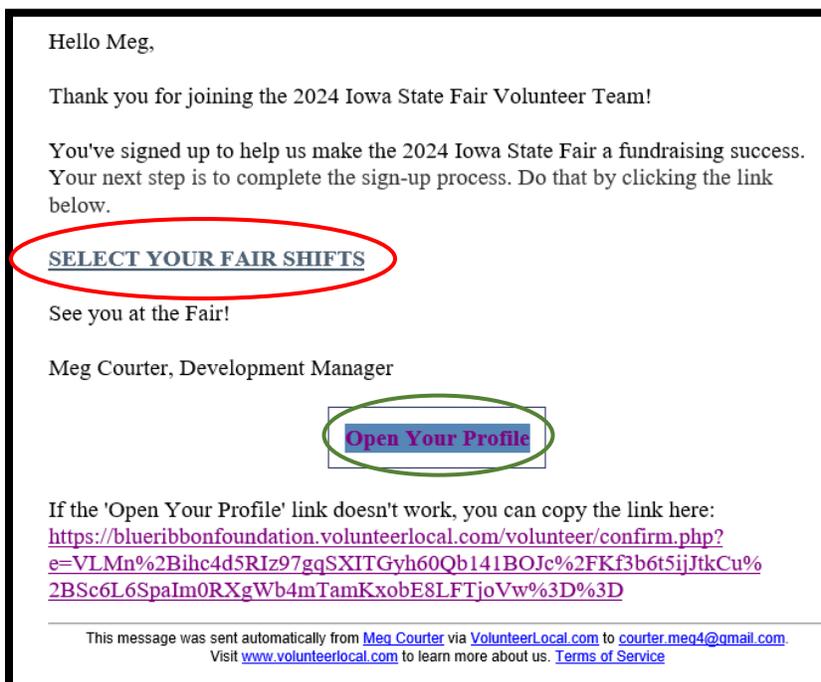
Please consider allowing us to use our text communication system by clicking the **consent box circled in red**, above left. Alerts will be kept to a minimum and will pertain to Fair volunteering information only.

Click the **SUBMIT** button when complete. Any field with an *asterisk is required.

Once you have completed your registration form, you will receive the notification shown below asking you to view the confirmation message in your email in box.



The email shown below will land in your in box. This confirms you are registered in the VolunteerLocal system.



Click the **SELECT YOUR FAIR SHIFTS** where you will receive access to the page showing all available dates, jobs and shifts. It's time to decide when it works for you to volunteer for us.

Only click **Open Your Profile** if you need to change the information you submitted when you registered.

Go to the next page: SIGN UP FOR FAIR SHIFTS – all volunteers use the following steps

RETURNING VOLUNTEERS – START HERE

If you volunteered in 2023, we have saved the information you filled in on the registration form.

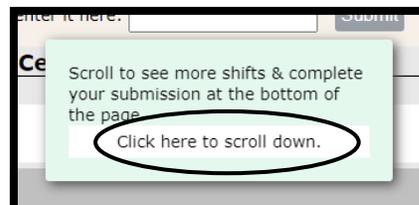
Please start your sign-up process by filling in your **first name** and **email** in the boxes depicted below (need to use the same information submitted in 2023).



If the information matches what you used to sign up in 2023, you will immediately see the sign-up page showing all the **jobs**, **dates** and **shifts** that remain available (shown at the bottom of this page). If you don't see the sign-up page, try your nickname and/or a different email you may have used last year.

SIGN UP FOR FAIR SHIFTS – all volunteers use the following steps

- 1) Scroll down the page to find each job that interests you then decide which date(s) and shift(s) work best for you. This page is alpha sorted by job but you can also **sort by date**.
- 2) Each shift has a **view description** box that you can click to read additional information on each job.
- 3) On the far right of each shift, you will be able to see **how many spots are available**.
- 4) To sign up for a volunteer shift, place a **check mark in the box** for each shift you want to fill.
- 5) If this is your only shift you are signing up for then either scroll down manually or to save time you can click on **Click here to scroll down** to complete the sign-up process. If you want to sign up for more shifts, keep scrolling manually and clicking the **shift boxes** until all your shifts are checked.



- 6) Next, if others are joining you for the **EXACT SAME SHIFTS CHECKED IN THIS SUBMISSION**, you can sign them up now. **Click ⊕Add**. You will need to have your fellow volunteers' contact information and will be required to fill in all the fields with an *asterisk to complete this entire registration.
- 7) Repeat this process for each person you are signing up for the **EXACT SAME SHIFT(S)**.
- 8) When all volunteers are signed up, it's time to finish the submission. You must read through the **Waiver** at the bottom of the page. To confirm you have read the waiver, **check the box** and type your full name in the **(sign here)** area of the box. Then click the SUBMIT button at the bottom.

The image shows a registration form for the Iowa State Fair Blue Ribbon Foundation. At the top, there is a section titled "Is anyone joining you?" with a plus sign icon and the word "Add" below it, both circled in red. Below this is a "Waiver" section. It contains a scrollable text area with the following text: "2024 Blue Ribbon Foundation Volunteer Release & Waiver of Liability", "PLEASE READ CAREFULLY - THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS", "The undersigned individual and, if applicable, guardian ('I' or the 'Volunteer') execute this Release and Waiver of Liability ('Release') in favor of the Iowa State Fair Blue Ribbon Foundation ('Foundation'), a nonprofit corporation.", and "The Volunteer desires to work for the Foundation and engage in the Activities related to being a volunteer (the 'Activities'). The Volunteer understands that the Activities". Below the scrollable area is a checkbox labeled "CHECK HERE to show you ACCEPT THE TERMS stated above for yourself or for a minor Volunteer for which you are the parent or legal guardian." and a text input field labeled "Enter your name here to serve as a digital signature:" with the placeholder text "(sign here)" circled in purple.

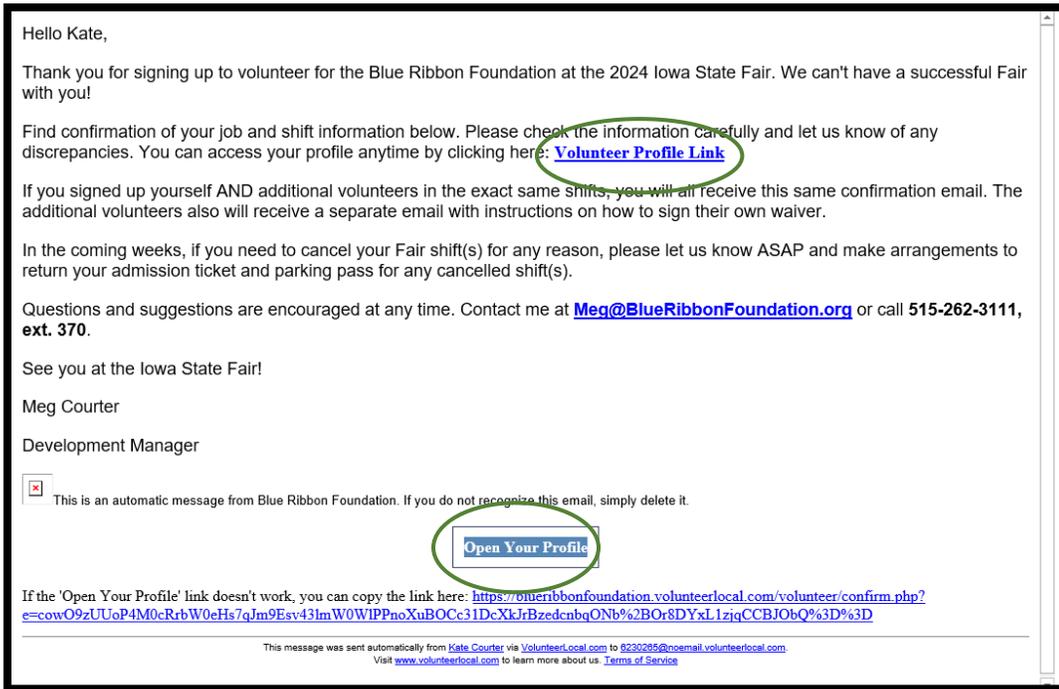
- 9) The sign-up process is successful if you receive **BOTH** of the following:

FIRST: A Thank you confirmation message on your PC or mobile device screen right after completing the sign-up process. If you don't see this message then something went wrong.



SECOND: A confirmation email lands in your In Box – **SEE NEXT PAGE – TOP IMAGE.**

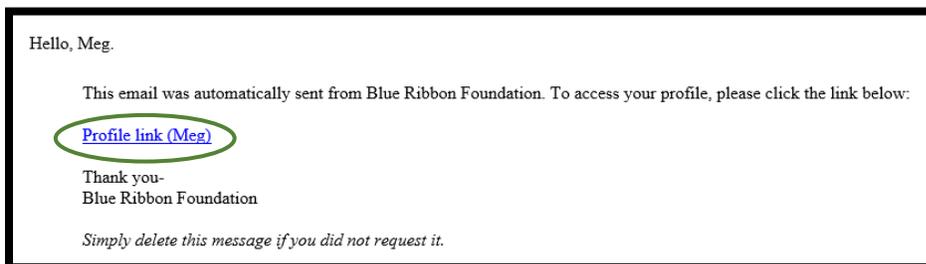
This email also confirms your volunteer shifts. Print it and save it.



What if my address, T-shirt size or other personal information have changed since the 2023 Fair?

VolunteerLocal will give you numerous opportunities to review and update your profile (address, phone number, emergency contact person, etc).

Look for any of these links: **Volunteer Profile Link** or **Open Your Profile** (above) or **REVIEW YOUR PROFILE** (page 4) or **Your Profile** or **Profile link (first name)** (below).



Finally, if you signed up other volunteers with you, they will receive their own confirmation email at the address that you provided. They will be asked to **access their profile** and make sure all the information is correct. **IMPORTANT: This email will confirm the shifts you signed up. SEE NEXT PAGE - TOP IMAGE**

Your fellow volunteers will receive a second email asking them to read, review and sign the **waiver**. **SEE NEXT PAGE - BOTTOM IMAGE**

Mary,

Thank you for being a valued volunteer for the Iowa State Fair Blue Ribbon Foundation!

Your job and shift information is listed below but we do not have a signed waiver from you. Click the link below to access your profile and please do the following two things:

1. Review your profile information and make any necessary changes.
2. Read & Sign the waiver at the bottom.

Water Booth - Cattle Barn
9:00AM-1:00PM on Thursday, August 8th, 2024
What to know: Volunteers at the Cattle Barn sell bottles of water, koozies and water straps. While seating is provided the shift is primarily standing and involves lifting small cases of water to restock the booth. Volunteers must be comfortable interacting with the public and making change. This booth is outside with an umbrella providing some level of shade (angle of sun dependent).

[Volunteer Profile Link](#)

Let us know of any questions. We look forward to seeing you at the Iowa State Fair!

THANK YOU!

Meg Courter
Blue Ribbon Foundation
515-262-3111, ext. 370

2024 Iowa State Fair Blue Ribbon Foundation Volunteers Sign up for more shifts

[Your Profile](#)

By clicking Your Profile above, you can access the information submitted during the sign-up process. Any time you access this information you can make changes or updates. Questions? Please contact Meg Courter at meg@blueribbonfoundation.org or 515-262-3111, ext. 370.

THANK YOU!

Required fields are marked with an asterisk (*)

Waiver Save Information

2024 Blue Ribbon Foundation Volunteer Release & Waiver of Liability

PLEASE READ CAREFULLY - THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS

The undersigned individual and, if applicable, guardian ("I" or the "Volunteer") execute this Release and Waiver of Liability ("Release") in favor of the Iowa State Fair Blue Ribbon Foundation ("Foundation"), a nonprofit corporation.

The Volunteer desires to work for the Foundation and engage in the Activities related to being a volunteer (the "Activities"). The Volunteer understands that the Activities may include selling merchandise or bottled water, managing BINGO, driving the golf cart shuttle, hosting members in a hospitality suite, working outside and/or standing for long periods while a volunteer for the Foundation.

VOLUNTEER ACTIVITIES I acknowledge, agree, and represent that I understand the nature of the volunteer activities offered by the Blue Ribbon Foundation at the Iowa State Fair, and that I am qualified, in good health, and in proper physical condition to participate in any Activities that I see fit, of my own choosing and voluntarily. I further agree and warrant that if at any time I believe conditions to be unsafe, I will immediately discontinue further participation in the Activities. I

CHECK HERE to show you ACCEPT THE TERMS stated above for yourself or for a minor Volunteer for which you are the parent or legal guardian. Enter your name here to serve as a digital signature:

Congratulations!

You have successfully signed up to volunteer for the Blue Ribbon Foundation at the 2024 Iowa State Fair.

Questions? Contact Meg Courter
515-262-3111, ext. 370
meg@blueribbonfoundation.org

THANK YOU!