



INSTRUCTIONS

Using VolunteerLocal to sign up to volunteer at the 2025 IOWA STATE FAIR

ALL VOLUNTEERS

Start on next page

RETURNING VOLUNTEERS

Bottom of page 2

FIRST-TIME VOLUNTEERS

Top of page 2 then go to page 5

GROUPS OF VOLUNTEERS

Review details on Page 6

ALL VOLUNTEERS

How to sign up online to volunteer at the 2025 Fair

IMPORTANT NOTE: You may sign up yourself and up to four additional people as long as everyone is working the **EXACT** same shifts and locations. To sign up multiple people to work the same shift(s), review the details on page 6 before proceeding. You will need each co-volunteer's first name, last name & email address.

TWO WAYS TO GET TO THE SIGN UP PORTAL:

- 1) Go to www.BlueRibbonFoundation.org, select **Events** from the top menu and click **IOWA STATE FAIR** in the drop down menu. Then find **Volunteer** below on the right. 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.

Please start your sign-up process by filling in your **first name** and **email** in the boxes depicted below (this process works best if you use the same information submitted in 2024).

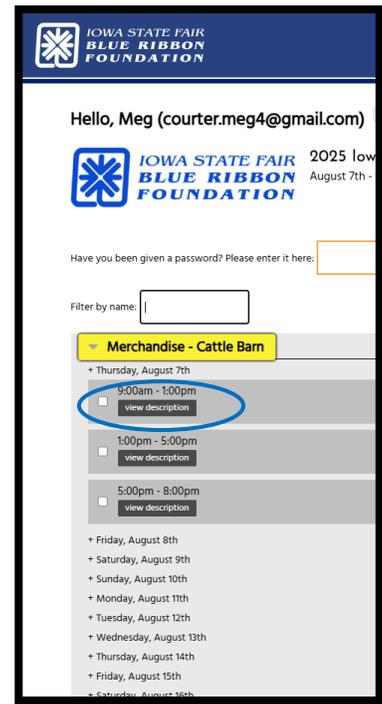
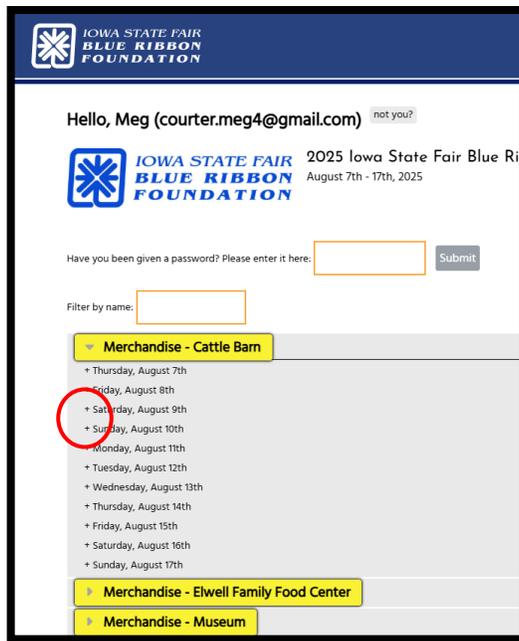
The screenshot shows the sign-up portal for the 2025 Iowa State Fair Blue Ribbon Foundation. The page has a blue header with the logo and navigation links: 'WAYS TO GIVE', 'EVENTS', 'GIFT PLANNING', 'RENOVATIONS', 'NEWS & NOTES', and 'STORE'. The main content area is white and contains the following text: '2025 Iowa State Fair Blue Ribbon Foundation Volunteers', 'Welcome volunteers', 'Please enter your first name and email address to begin the sign-up process. You will be prompted to register if you are new this year.', and 'Fair volunteering sign-up opens at 8 am on Tuesday, May 20th.'. Below this is a form with two input fields labeled 'First name' and 'Email', and a 'Submit' button. Red arrows point to these fields. The footer includes contact information: 'P.O. Box 57130, 3000 E Grand Avenue, Des Moines, IA 50317, info@BlueRibbonFoundation.org, P. 515.262.3111 ext. 371 | F. 515.262.1902' and a copyright notice: '© 2025 Iowa State Fair Blue Ribbon Foundation. All rights reserved.' There is also an 'IowaStateFair' logo in the bottom right corner.

If you volunteered in 2024, we have saved your information and you won't have to provide it again this year.

If you are a **FIRST-TIME VOLUNTEER**, you need to register - go to page 5.

RETURNING VOLUNTEERS

If the information matches what you used to sign up in 2024, you will immediately see the sign-up page showing all the **jobs**, **dates** and **shifts** that remain available (shown at the top on next 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 to find the location you want to volunteer and **click the arrow** to display the dates available. This page is alpha sorted by job but you can also sort by location or date.
- 2) Next, **click the +** next to the date you want to work to display the shifts available.
- 3) Each shift has a **view description** box that you can click to read additional information on each job.



- 4) On the far right of each shift, you will be able to see **how many spots are available – see red arrow above.**
- 5) To sign up for a volunteer shift, place a **check mark in the box** for each shift you want to fill.
- 6) If this is your only shift you are signing up for then either scroll down to complete the sign-up process. If you want to sign up for more shifts, keep scrolling and clicking the **shift boxes** until all your shifts are checked.

Some jobs have specific requirements where a **PASSWORD** (see above image) is necessary to access these jobs. Use your password if you've been given one. Most of the time this box will not appear. Contact Meg with any questions.

- 7) Next, if others are joining you for the **EXACT SAME SHIFTS CHECKED IN THIS SUBMISSION**, go to page 6 and follow the instructions for **GROUPS OF VOLUNTEERS**.
- 8) Now 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.

Waiver

2025 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 agrees 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

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: (SIGN HERE)

SUBMIT

The sign-up process is complete and successful if you (and all co-volunteers you signed up) receive BOTH of the following:

FIRST: A **Thank you!** confirmation message will be displayed on your PC or mobile device screen right after completing the sign-up process.

If you don't see the message shown below, then something went wrong and you need to start over.



SECOND: A confirmation email lands in your In Box. This email also confirms your volunteer shifts. Review, print and save it.

FIRST TIME VOLUNTEERS – CONTINUE HERE

Please fill in all the boxes in the registration form. Fields with *asterisk are required and must be filled in in order to register to volunteer.

Your information
Required fields are marked with an asterisk (*).
Today's Date
A valid date as MM/DD/YYYY (for example: 11/30/2015)
First Name *
Last Name *
Mailing Address - use USPS format *
City *
State *
Zip Code *
Phone Number - use this format ###-###-#### *
For example, 123-456-7890
SMS (text) messaging:
You may opt-in to receive SMS (text) for Blue Ribbon Foundation volunteer activities, including shift reminders and cancellations.
Select:
To opt-out, reply STOP to any SMS message OR update the SMS opt-in setting in your profile.

Phone Type *
Birth Date
A valid date as MM/DD/YYYY (for example: 11/30/2015)
T-Shirt Size *
Spouse First & Last Name (optional)
Emergency Contact - FIRST & LAST Name *
Emergency Contact Number (cell preferred) *

Blue Ribbon Foundation
WAYS TO GO
PO Box 57130
8000 E Grand Avenue
Des Moines, IA 50317
info@BlueRibbonFoundation.org
P 515.262.3111 ext. 371 | F 515.262.1902

Please consider allowing us to use our text communication system by **opting in** to **SMS (text) messaging** in the box above left. We will text information pertaining to Fair volunteering only. Click the **SUBMIT** button when complete.

Once you have completed your registration form, you will see this screen. Go back to the middle of page 3 and follow those directions.

IOWA STATE FAIR BLUE RIBBON FOUNDATION
2025 Iowa State Fair Blue Ribbon Foundation Volunteers
August 7th - 17th, 2025
REVIEW YOUR PROFILE
Sort by: Job Location Date
Have you been given a password? Please enter it here: Submit
Filter by name:
1854 Society Hospitality Suite
Thursday, August 7th
10:00am - 3:00pm
view description
2 SPOTS LEFT

- 1) On the far right of each shift, you will be able to see **how many spots are available – see red arrow above.**
- 2) To sign up for a volunteer shift, place a **check mark in the box** for each shift you want to fill.
- 3) If this is your only shift you are signing up for then either scroll down to complete the sign-up process. If you want to sign up for more shifts, keep scrolling and clicking the **shift boxes** until all your shifts are checked.
- 4) Some jobs have specific requirements where a **PASSWORD** (see above image) is necessary to access these jobs. Use your password if you've been given one. Most of the time this box will not appear. Contact Meg with any questions.

GROUPS OF VOLUNTEERS

If you have a group of two to five volunteers that want to work the **EXACT SAME SHIFTS** and there are enough slots for everyone in the group, we have an easier way to ensure you can work together.

Begin by making sure there are enough open slots for the group – **as circled below.**

One lead person begins by **clicking the box** in front of the date and shift you want to volunteer.

Next, click the **+ Add** button (bottom image) and fill in the next person's email address, first and last names.

PLEASE don't use your own email address for additional co-volunteers because this will complicate the process.

Repeat this process for each person being added to the **EXACT SAME SHIFT(S)**.

Hello, Meg (courter.meg4@gmail.com) not you?

IOWA STATE FAIR BLUE RIBBON FOUNDATION 2025 Iowa State Fair Blue Ribbon Foundation Volunteers August 7th - 17th, 2025

REVIEW YOUR PROFILE Sort by: Job Location Date

Have you been given a password? Please enter it here: 25fairfair Submit

Filter by name: []

Merchandise - Cattle Barn

Thursday, August 7th

- 9:00am - 1:00pm **3 SPOTS**
- 1:00pm - 5:00pm **3 SPOTS**
- 5:00pm - 8:00pm **3 SPOTS**

Friday, August 8th
Saturday, August 9th

Last Name *

+ Add

Waiver

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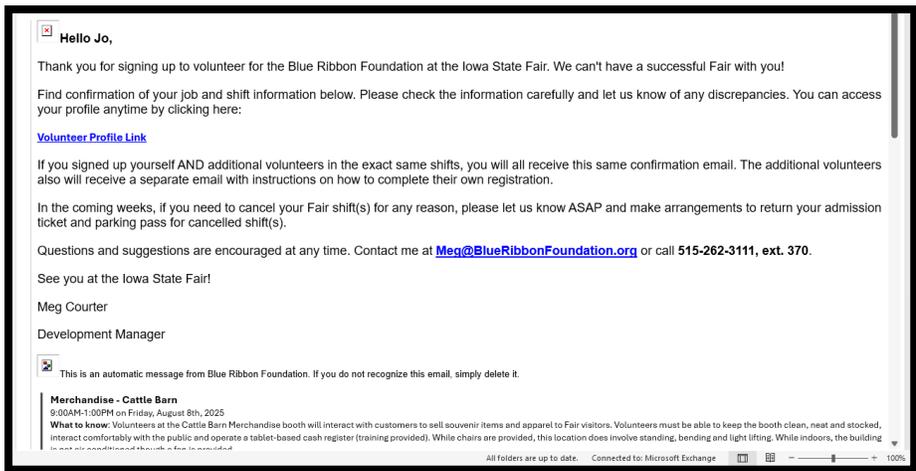
CHECK HERE to show you ACCEPT THE TERMS stated above for yourself or for a minor Volunteer for which you are the parent or legal guardian.

Enter your name here to serve as a digital signature: (SIGN HERE)

SUBMIT

After you've added all co-volunteers, please **click the box** confirming you read the waiver, **sign it for yourself** and click the **SUBMIT** button which then completes your own Registration.

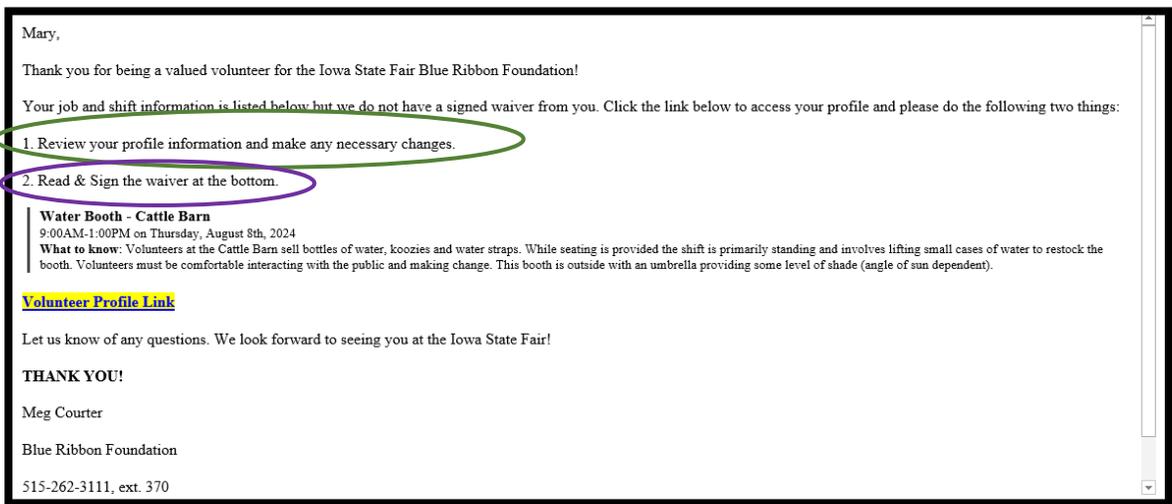
You will receive a confirmation email as shown at top of the next page.



The additional co-volunteers will each receive an email (shown below) asking them to **review profile information** and **Read & Sign their own waiver** in order to complete their own Registration. If they are a new volunteer, they need to register. The fields to be filled in by your co-volunteers are displayed on page 5.

If they have volunteered before, they can click [Volunteer Profile Link](#) to review and make changes.

This email also confirms the shifts that everyone has signed up to work together.

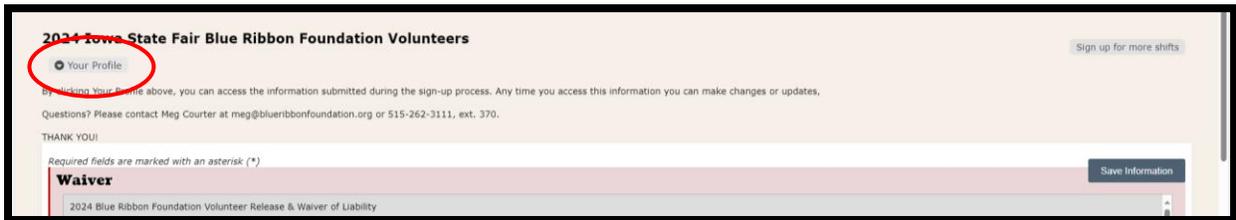


ACCESSING YOUR PROFILE

What if my address, T-shirt size or other personal information changed since the 2024 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](#) (previous page) or **REVIEW YOUR PROFILE** (bottom page 5). You may also open it when you see **Your Profile** (shown below). They all get you to the same place to review your registration information.



Congratulations!

You have successfully signed up to volunteer for the
Blue Ribbon Foundation
at the 2025 Iowa State Fair.

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

THANK YOU!