

01

Find an Opportunity

Take the time to search for an opportunity that aligns with your interests and values.



02

Connect and Coordinate

Connect with their coordinator to schedule when to volunteer. Anticipate and account for orientation training, if it's your first time.



03

Submit VIP Request & Release Forms

Submit the VIP Request Form with the pending schedule to secure approval from your supervisor to use Volunteer Leave Allowance hours.



04

Volunteer and Serve

If approved, participate in the volunteer activity. Upon completion, have their coordinator verify your service time by signing VIP Request Form.



05

Submit the Signed Form

To complete the process, submit the signed VIP Request Form to Human Resources.

