



Steps to Accept an MSU Extension Volunteer

Volunteers can only be accepted once all of the required screening components have been completed. If you have concerns about an applicant, please reach out to your supervisor or VEST for support via email at MSUE.msuevol@msu.edu.

Accepting a Gold Volunteer

- 1) In the **Screening** tab in Volunteer Central, scroll down to **Final Disposition** and select **Accepted, Accepted with Restrictions** or **Accepted- May Need Accommodations**
 - This will change the volunteer's **Activity Status** to **Accepted**.
 - If there are restrictions or the volunteer may need accommodations, please add a note to the **Notes** tab describing the restriction or accommodation needs.
- 2) Go to the *[Acceptance Letter Generator](#) and complete the form.
 - Press **Submit** and review the generated text for accuracy.
 - **Copy** and **Paste** the text into an email to the accepted volunteer with your full email signature and email the volunteer to notify them of acceptance. If you would like to send a letter, you can **Copy** and **Paste** the text into MSU Extension letterhead, add your signature line including contact information, sign and mail to the volunteer.
 - Customize the letter with additional information you wish to communicate to the volunteer
 - Double-check formatting and spacing between paragraphs.
 - Document the completion of this by going to the **Screening** tab and indicating the email or letter was sent.
 - If you send the email directly from **eCoordinator**, the email will be noted in the **History** tab of the volunteer.
- 3) The letter directs the newly accepted volunteer to login to Volunteer Central to review and agree to the **Code of Conduct** and to complete the **Media Medical Release**.
- 4) Verify that the volunteer has completed the **Code of Conduct** and **Media Medical Release**.
 - Go to the **Screening** tab and verify that this step has been completed. No action is needed by staff; however, the volunteer should not begin their service until after this is completed.
- 5) The **Activity Status** should change to **Active-Gold** once the volunteer completes this step. The change may not be immediate, but it will be reflected within one day.

Accepting a Silver Volunteer

- 1) In the **Screening** tab in Volunteer Central, scroll down to **Final Disposition** and select **Accepted, Accepted with Restrictions** or **Accepted- May Need Accommodations**
 - This will change the volunteer's **Activity Status** to **Accepted**.
 - If there are restrictions or the volunteer may need accommodations, please add a note to the **Notes** tab describing the restriction or accommodation needs.
- 2) Volunteer Central will automatically send an acceptance email. If the applicant has not agreed to the **Code of Conduct** or completed the **Media Medical Release**, they will be instructed to log into Volunteer Central to complete this task.
- 3) Verify that the volunteer has completed the **Code of Conduct** and **Media Medical Release** prior to allowing the applicant to serve as a volunteer.
 - Go to the **Screening** tab and verify that this step has been completed. No action is needed by staff; however, the volunteer should not begin their service until after this is completed.
- 4) The **Activity Status** should change to **Active-Silver** once the volunteer completes this step. The change may not be immediate, but it will be reflected within one day.

To contact an expert in your area, visit msue.anr.msu.edu/experts or call 888-MSUE4MI (888-678-3464)