Program Edit

Program Info

* Program Name

* Brief Description
  2 character(s) left
  What does your program do for the community?
  This section is limited to 150 characters max and is your best chance to gain interest in your program!

Program Details

PLEASE NOTE:
You do not need to include the question in your answer. Just answer each question followed by a space.
(Hitting “enter” on your keyboard will create a space. You no longer need to add HTML code to do this.)

HTML OPTIONS:
For this new form, HTML can only be used to make website URL’s or email addresses clickable links. Instructions are provided later in this guide.

Who

ANSWER EACH OF THE FOLLOWING:
1. Who are we (describe the vibe)?
2. Who does this program benefit?
3. Who should volunteer with this program?

What

ANSWER EACH OF THE FOLLOWING:
1. What do volunteers do and/or responsible for?
2. What do volunteers gain?
3. What is the expected volunteer time commitment?

When

ANSWER EACH OF THE FOLLOWING:
1. When can people volunteer (specific days/times)?
2. Are there other days/times (special events, team meetings, trainings, etc.) and how often do these occur?

Where

Where will they be volunteering? (list all locations if more than one). Include physical address, map URL, and any special instructions for using public transit/UTA.

Volunteer Needs

What are the current volunteer needs of this program? Include the # of volunteers needed and to do what. If needed, include additional info.
This email address will be shown if you are not accepting volunteers but would like to be put on the waitlist. It is the responsibility of the PL to keep track and email them when your program is accepting volunteers on the VIF (we need them to submit a VIF).

If community partners want to receive VIF notifications, you are allowed to add their email address here. Please note that these are secure emails and any non-utah.edu addresses will receive encrypted emails with a link that is only valid for 14 days from the date received.

If this is a Community Partner Program, you must include the exact copy shown above and make sure your IAC’s email is shown. This message will appear on the VIF submission confirmation email students will receive.

Only select “No” if your program is being discontinued and there are no plans for it to reopen. If “No” is selected, it will move this program to the bottom of the Program Edit page.

If “Yes” is selected, your program will be visible on the main VIF page before any “Issue Area” checkboxes are selected. Your program tile and listing will also say featured.
Location
- On-Campus Only
- Off-Campus Only
- Both On-Campus and Off-Campus Options

Times of day people can volunteer
(Check all that apply)
- Mornings (8am-12pm)
- Afternoons (12pm-5pm)
- Evenings (after 5pm)

Days of week people can volunteer
(Check all that apply)
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Semesters active
(Check all that apply)
- Fall
- Spring
- Summer

Background Check?
- Unsure (Note: This option is hidden if selected)
- Yes
- No
- Depends on Position

SUBMIT  CANCEL  DELETE
Thank you for submitting your Volunteer Interest Form!

We appreciate your interest in serving your community through the Bennion Center. Your submission has been recorded and the appropriate individuals have been notified.

If you do not hear back from someone within a few days, please email the program specific contact found on the confirmation email you will receive that details what volunteer opportunities you are interested in.

For additional help, you can email info@bennioncenter.org or call us at 801-581-4811.

Above is the screen/message that appears when students submit their VIF on our website.
Above is the confirmation email that students will receive after they submit their VIF. In the example shown, only 1 interest was selected. If additional (maximum of 3) interests were selected, they would also show up on this email. Please note that the sentence/message underneath “Info about American Red Cross” is from the “Additional info for student confirmation email”.

Above is the VIF submission notification that the emails in “Notification Email Addresses” will receive. Partnership Liaisons are expected to reach out via email within 48 hours of receiving this email notification.