



VOLUNTEER DATA RECORDING PROCESS

Below are the four methods for collecting and sending volunteer information to DU National Headquarters.

OPTION 1 - USE EXISTING VOLUNTEER PORTAL

- Volunteer Leaders on each committee have access to the Volunteer Portal and changes to existing committee rosters can be made inside the volunteer portal. If you have questions about accessing the portal, please ask your regional director.



OPTION 2 - CHAPTER EXCEL FILE IN RD DROPBOX FOLDER

- Each RD has a link to their own Dropbox folder that contains excel files with each chapters current volunteer roster. Please ask your RD for your chapter File that contains your current list. Your RD can email you the file and you can make edits. Once you have updated the file, please email to *volunteerlist@ducks.org* and a staff member will manually input the data into the system.



OPTION 3 - BLANK EXCEL TEMPLATE - PROVIDED BY RD

Regional Directors have received a blank excel template with required fields that an unlimited number of volunteers can be added. If your preferred method is to start with a blank template, please ask your RD for the file. once you have updated that file, please email to *volunteerlist@ducks.org* and a staff member will manually input the data into the system.



OPTION 4 - HANDWRITTEN VOLUNTEER ROSTER

If you prefer to write out your volunteers as a hardcopy, please send a request to *wbrooks@ducks.org* or *volunteerlist@ducks.org* and request a formatted printout of volunteer information for a specific chapter. Once handwritten notes are complete, scan the document and email to *volunteerlist@ducks.org* and a staff member will manually input the data into the system.