

Thanks for volunteering with Starlight!
Here are some guidelines while you are volunteering here.



Signing in and volunteer hours

All interns and volunteers should log in their office as well as offsite hours:

- From our home page www.starlight-washington.org, go to How to Help on the top and choose the Volunteer LogIn from the drop down menu.
- Click on the link to the Volunteer Information Center.
- Log in to your account using your e-mail and the password you were given.
- Click on Post your hours or the Time sheet tab.
- Select the date of your service and choose an assignment from the drop down menu.
- Enter the number of hours you volunteered.
- Click on continue.
- If the information is correct, click on Yes to confirm.

Signing in is important for a number of reasons:

- documentation
- reference letters-Volunteer hours will be included in your requested reference letter
- grant writing-The cumulative effect of the impact of volunteers enhances grant writing applications
- matching programs-corporate giving

Canceling shifts

All volunteers must contact via email and/or phone the staff member whose department you are volunteering for.

Programs- Erin erin@starlight-washington.org 425-861-7827x103
Development- Joyce joyce@starlight-washington.org 425-861-7827x102
Office-Pat pat@starlight-washington.org 425-861-7827x100
Spokane-Susan susan@starlight-washington.org 509-474-2820

CC the volunteer Coordinator
(425) 861-7827 x104
volunteer@starlight-washington.org

What if I am interested in volunteering for another department?

Contact the volunteer coordinator of your interest to ensure that steps can be taken in order to make a smooth transition.

How did you hear about us?

Friend	Website	Craigslist	VolunteerMatch
United Way	Seattle Works	Idealist.org	Other _____

I read and understand the Volunteer Guidelines for Starlight.

_____ Name _____ Date