



How to Submit a Volunteer Project as the “Opportunity Manager”

1. Go to http://hon.formstack.com/forms/draft_hon_day_2014_project_request_form_copy_copy_1 and fill out all of your project’s details.
2. Check all dates and details carefully, and submit the form for review.
3. Stand by for a notice from Hands On when the project is approved. *The review process can take up to three business days.*
4. Once approved, the project will “go live” on the Hands On website.
5. If you notice a mistake after you have submitted the project, email **hon@hon.org** to request edits to the submission.
6. To cancel a project, email **hon@hon.org** as soon as possible. The HON office will remove the project so that no additional volunteers are added. *It will be up to you, the Opportunity Manager, to notify volunteers who have already signed up that the project is off.*
7. When a volunteer signs up for your project, you (the Opportunity Manager) will receive an automated email with the volunteer’s name and email address. You’ll also receive an email notification if the volunteer removes themselves or is placed on a wait list. *This will be the only notification you receive with the volunteer’s contact info. Please disregard any links to log-on, as that access is not included with this program.*
8. Hands On reserves the right to remove projects from the website; if this occurs, the Opportunity Manager will be notified.