



## Quick Guide: Volunteer Registration Portal FAQ: GROUPS (2 or more persons)

### **My workplace (or school, faith community, service club, etc.) would like to volunteer as a group, who do we contact about the best volunteer opportunities for a group our size?**

Thank you for your interest in volunteering as a group. Please email [volunteer@sowa.org](mailto:volunteer@sowa.org) to discuss which event, shift(s) and numbers are available and will work best for your group.

### **Is a Group Lead required? If so, who can be a Group Lead?**

While it is possible for your group to register without a Group Lead by everyone registering as an individual, we prefer that an adult in the group is willing to take on this role. The Group Lead is the main point of contact on-site with SOWA staff and event management. If the person coordinating details with the Volunteer Team does not plan to volunteer with the group, they cannot be registered as a Group Lead for that event as the portal will count their registration and our shift numbers will not be in alignment. A Group Lead must be at least 18 years old.

### **What is the benefit of having a Group Lead and register as a group?**

If you are sure that your group can fill the number of shifts agreed upon with the SOWA Volunteer Team, the Group Lead can register the group and fill in the participant names up until a few days prior to the event. If you allow your group's participants to register on their own and they miss the deadline to register, they risk having a member of the general public take their spot and that group member has to register on-site.

### **How can we register without a Group Lead?**

If your group has volunteered with Special Olympics Washington previously and is in good standing, it can be arranged that the role/shift/numbers be assigned to your group and only accessible via an Invite Code. The group's coordinator can distribute to the group with the requirement that the individual is responsible for registering on their own. If group members do not register by the date agreed upon by SOWA's Volunteer Team, any open shifts will be made available to the general public.

### **I've been in touch with a member of the Volunteer Team and I'm ready to promote our group volunteer opportunity...what are my next steps to register our group?**

It all depends on a few factors. If the SOWA Volunteer Team is holding a particular role/shift and an agreed number of spots, you will be given an Invite Code that can be distributed to your group. Or the Group Lead may want to take on the task of entering group participants' information on the group's behalf. Or if your group is new to volunteering and you're unsure on how many spots to commit to, you could just promote the opportunity to your group and then you can work with the Volunteer Team to see how many from your group have registered. The more your group volunteers, you'll get a better sense of works best for your group.