

## **Instructions for Adding Volunteer Opportunities To the Volunteer.Gov/Gov System—Ten Easy Steps**

1. **First Things**—You must be a **registered user** of the system in order to add opportunities and view applications. Registered users include the Bureau of Land Management (BLM) Washington Office staff, State Office Volunteer Coordinators, and some Field Office staff. See the listing at the end of this document for the complete listing of registered users as of February 2003. Most State Office Volunteer Coordinators and Washington Office staff can create new users and issue you a password. If you do not wish to be a registered user, you can give your opportunity to someone else, but you will not be able to review applications online (For security purposes, they are available only online and only to registered users).
2. **Access**—You can login to the administrative web portal by clicking the **Partner Access** link on the home page in the bottom left corner. The link will take you to the Login page. Once you enter the proper username and password, you will be authenticated.
3. **Administration Page**—There are a number of levels for administrative functions. Adding new opportunities is available to all levels of users. Select the  “**Add New Opportunities**” icon on the left side of the Administration page.
4. **Volunteer Opportunity Details**—Fill in the appropriate boxes on the form. The “**Opportunity Name**” should include BLM in the title and the Field Office name. Remember that this title will appear in a variety of listings, including the USA FreedomCorps website and other pages. Other **required** fields include Street Address, City, State, Zip Code, and Description.
5. **Activities**—You must check at least one box. You may check as many as apply. This listing is the basis for searches and will also be helpful in matching applications and opportunities.
6. **Contact Information**—This has been the source of some confusion for people listing new opportunities. It must be the name and valid email address of a registered user, or the whole process will fail. Since the system is entirely web based, the email address is critical. It is where notification of online applications will be sent.
7. **Start and End Dates**—You must put in an end date or the listing will not appear. After the end date occurs, the listing will remain in the database, but it will not be visible or searchable except to administrators.

8. **Photos and Web sites**—These are optional. If your opportunity or facility location has a photo or web site, you can enter the links here.
9. **Review/Submit Your Opportunity**—Once you have entered the required data, click the REVIEW button to view the listing. This will show you how it will appear. If you need to revise it, click REVISE. If it is correct, click SUBMIT button and the opportunity is complete and online. It will appear in various searches on the system, and it will be uploaded to the USA Freedom Corps and Network for Good within 24 hours. It will also be accessible through the BLM Volunteer web pages, <http://www.blm.gov/volunteer>

That's it. You can come back into the system, modify opportunities, review applications, review comments, and view statistics. If someone applies for one of your listings, you will receive an email notification with a link that will allow you to logon and go directly to the application, review it, and print it out. The applicant receives a similar notification after applying, with the message that they will hear from someone within 10 days. It's up to you to contact the individual within that time frame.

**Questions**—Contact Kevin Flynn, BLM Environmental Education & Volunteers Group, 202-452-0363; email [Kevin\\_Flynn@blm.gov](mailto:Kevin_Flynn@blm.gov).

# APPENDIX A

## Listing of Current Volunteer.Gov/Gov users from BLM—February 26, 2003

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| Aarons, Helene BLM<br>Ainsworth, Melissa BLM<br>Ballou, Doug BLM<br>Banks, Shayne BLM<br>Barney, Anna BLM<br>Beckhorn-Ross, Judy BLM<br>Blankinship, Doug BLM<br>Boetsch, Alden BLM<br>Booth, Bibi BLM<br>Boyd, David BLM<br>Boyd, David BLM<br>Boylan, Jim BLM<br>Brist, Sue BLM<br>Brune, Jeff BLM<br>Chavez, Maria BLM<br>Chavez, Maria BLM<br>cohen, carolyn BLM<br>Coleman, Theresa BLM<br>Cook, Lori BLM<br>Cronin, Mick BLM<br>Davenport, Bill BLM<br>Davis-Brunner, Shelley BLM<br>Dearing, John BLM<br>Dewitt, Chris BLM | Douglas, Steve BLM<br>Downing, Elaine BLM<br>Dwyer, Marge BLM<br>fischman, shelly BLM<br>Fisher, Tammy BLM<br>Flynn, Kevin BLM<br>Foot, Sherry BLM<br>Fulcer, William BLM<br>Hall, Bob BLM<br>Heitstuman, Linda BLM<br>Herrera, Theresa BLM<br>Hill, George BLM<br>Huffman, Rodney BLM<br>Johansen, Pam BLM<br>Kolkman, Debra BLM<br>Kolling, Connie BLM<br>Krauss, Jeff BLM<br>Laird, Ted BLM<br>Leschin, Michael BLM<br>Lewis, Terry BLM<br>Mahoney, Jim BLM<br>Malik, Martha BLM<br>Monahan, Bill BLM<br>Morse, Angie BLM | Newman, Mary BLM<br>O'Brien, Colleen BLM<br>Padilla, Sandra BLM<br>Paetzel, Alice BLM<br>Rael, Julia BLM<br>Ragsdale, Jack BLM<br>Riek, Peggy BLM<br>Ross, Sharon BLM<br>Ruiz, Sherry BLM<br>Sierra, Monica BLM<br>Sierra, Monica BLM<br>Smith, Sherry BLM<br>Squires, Garth BLM<br>Staed, Tony BLM<br>Swanson, Dixie BLM<br>Thompson, Cindy BLM<br>Trevino, Terri BLM<br>Warren, Melissa BLM<br>Weaver, Mark BLM<br>Whitehead, Clark BLM<br>Williams, Andy BLM<br>Williams, Barbara BLM<br>Wilson, Marnie BLM<br>Winters, Duane BLM<br>Woelflein, Luise BLM<br>Wooster, Elizabeth BLM |
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# APPENDIX B

## Listing of BLM State Volunteer Coordinators

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| <p><b><u>Alaska</u></b><br/>         Jeff Brune<br/>         Anchorage Field Office<br/>         6881 Abbott Loop Road<br/>         Anchorage AK 99507<br/>         (907) 267-1247(Phone)<br/> <a href="mailto:Jeff_Brune@blm.gov">Jeff_Brune@blm.gov</a></p>   | <p><b><u>Denver Centers</u></b><br/>         Theresa Milner<br/>         Denver Service Center<br/>         Building 50, PO Box 25047<br/>         Denver, CO 80225<br/>         (303) 236-3659 (Phone)<br/> <a href="mailto:Theresa_Milner@blm.gov">Theresa_Milner@blm.gov</a> (e-mail)</p>                    | <p><b><u>Nevada</u></b><br/>         Debra Kolkman (Interim)<br/>         Nevada State Office<br/>         1340 Financial Blvd.<br/>         Reno, NV 89502-7147<br/>         (775)289-1946(Phone)<br/> <a href="mailto:Debra_Kolkman@nv.blm.gov">Debra_Kolkman@nv.blm.gov</a> (e-mail)</p>                                |
| <p><b><u>Arizona</u></b><br/>         Marge Dwyer<br/>         Arizona State Office<br/>         222 North Central<br/>         Phoenix, AZ 85004<br/>         (480) 515-3891 (Phone)<br/> <a href="mailto:margedwyer@aol.com">margedwyer@aol.com</a><br/>         (e-mail)</p>                         | <p><b><u>Eastern States</u></b><br/>         Bill Davenport<br/>         Eastern States Office<br/>         7450 Boston Blvd.<br/>         Springfield, VA 22153<br/>         (703) 440-1720 (Phone)<br/> <a href="mailto:Bill_Davenport@blm.gov">Bill_Davenport@blm.gov</a> (e-mail)</p>                       | <p><b><u>New Mexico</u></b><br/>         Denise Thurman<br/>         New Mexico State Office<br/>         1474 Rodeo Road<br/>         Santa Fe, NM 87505<br/>         (505) 438-7507 (phone)<br/> <a href="mailto:Denise_Thurman@nm.blm.gov">Denise_Thurman@nm.blm.gov</a><br/>         (e-mail)</p>                      |
| <p><b><u>National Training Center</u></b><br/>         Sherry Smith<br/>         National Training Center<br/>         9828 N. 31st Avenue<br/>         Phoenix, AZ 85051<br/>         (602) 906-5679 (Phone)<br/> <a href="mailto:sdsmith@az.blm.gov">sdsmith@az.blm.gov</a><br/>         (e-mail)</p> | <p><b><u>Idaho</u></b><br/>         Shelley Davis-Brunner<br/>         Idaho State Office<br/>         1387 South Vinnell Way<br/>         Boise, ID 83709<br/>         (208) 373-4020 (Phone)<br/> <a href="mailto:Shelly_Davis-Brunner@blm.gov">Shelly_Davis-Brunner@blm.gov</a></p>                          | <p><b><u>Oregon/Washington</u></b><br/>         Mick Cronin<br/>         BLM Salem District Office<br/>         1717 Fabry Road, SE<br/>         Salem, OR 97306<br/>         (503) 375-5612 (Phone)<br/> <a href="mailto:mick_cronin@or.blm.gov">mick_cronin@or.blm.gov</a><br/>         e-mail)</p>                      |
| <p><b><u>California</u></b><br/>         Tony Staed<br/>         California State Office<br/>         2135 Butano Drive<br/>         Sacramento, CA 95825<br/>         (916) 978-2835 (Phone)<br/> <a href="mailto:tstaed@ca.blm.gov">tstaed@ca.blm.gov</a>(e-mail)</p>                                 | <p><b><u>Fire Center</u></b><br/>         Pam Johansen<br/>         National Interagency Fire Center<br/>         3833 S. Development Ave.<br/>         FA-106<br/>         Boise, ID 83705<br/>         (208) 387-5457(Phone)<br/> <a href="mailto:pam_johansen@blm.gov">pam_johansen@blm.gov</a> (e-mail)</p> | <p><b><u>Utah</u></b><br/>         Sherry Foot<br/>         Utah State Office<br/>         324 South State Street,<br/>         P.O. Box 45155<br/>         Salt Lake City, UT 84145<br/>         (801) 539-4195 (Phone)<br/> <a href="mailto:sherry_foot@ut.blm.gov">sherry_foot@ut.blm.gov</a><br/>         (e-mail)</p> |

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| <p><b><u>Colorado</u></b><br/>Helene Aarons<br/>Colorado State Office<br/>2850 Youngfield Street<br/>Lakewood, CO 80215<br/>(303) 239-3669 (Phone)<br/><a href="mailto:helene_aarons@co.blm.gov">helene_aarons@co.blm.gov</a> (e-mail)</p> | <p><b><u>Montana/Dakotas</u></b><br/>Tammy Fisher<br/>Montana State Office<br/>P.O. Box 36800<br/>Billings, MT 59107<br/>(406) 896-5231 (Phone)<br/><a href="mailto:Tammy_Fisher@blm.gov">Tammy_Fisher@blm.gov</a> (e-mail)</p> | <p><b><u>Wyoming</u></b><br/>Terri Trevino<br/>Wyoming State Office<br/>5353 Yellowstone<br/>Cheyenne, WY 82009<br/>(307) 775-6020 (Phone)<br/><a href="mailto:Terri_Trevino@blm.gov">Terri_Trevino@blm.gov</a><br/>(e-mail)</p> |
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