

***Outline and Basic Steps for Signing-Up
Yourself, Your Substitute or a New Volunteer
for the Pilgrimage Organization***

The following outline & steps are useful for every volunteer to sign-up – even if you are not volunteering this year. It also explains the simple steps to sign-up your substitute, or a new volunteer to serve with you or another team in the organization.

I. First, a general outline of the steps:

1. Sign yourself up to volunteer by submitting the online form – even if you are not serving this season.

See nbr. 3. under section II., below, for the webform to use.

Sign up to tell your choice of the three possible options for any volunteer.

- a. I will volunteer this season – whether in the planning phase only, or in the field.
- b. I am already sure I will not volunteer this season – not in planning, nor in the field.
- c. I am not yet sure whether I shall volunteer this season.

Note: one of the three options corresponds – *without exception* -- to everyone's circumstances.

2. Phone the “replacement” and/or the “recruit” you name in your webform.
3. Sign up your replacement or the recruit by using the same online form.

II. Here’s a closer look at steps 2. & 3, above.

1. After you have signed up yourself (step 1., above), read the confirmation e-mail that was auto-generated when you submitted the volunteer form online.
2. First, look at the final fields containing the “potential recruit” whom you should have recommended. That info appears at the very end of the e-mail.

Alternately, look in the same e-mail for the name & contact info of the “replacement” whom you entered in the form.

If there is no one listed, then think of a recruit (or replacement). If you cannot think of one, ask your immediate superior – who signed the confirmation e-mail. **Dial him or her, whose contact info appears in the signature lines of the same e-mail.**

3. Before you dial that recruit or replacement, open the webform you will use to sign up the volunteer online.
 - a. Use [this form](http://national-coalition.org/w/company-of-st-rene-goupil) to volunteer with the *Company of St. René Goupil*.
<http://national-coalition.org/w/company-of-st-rene-goupil-application-for-membership/>
 - b. Use [this form](http://national-coalition.org/w/altar-servers-sign-up/) to volunteer as an altar-server with the *Corps of St. Eustace Ahatsistari*.
<http://national-coalition.org/w/altar-servers-sign-up/>
 - c. Use [this form](http://national-coalition.org/w/volunteer-application-2016/) to volunteer for any other division of the Pilgrimage organization. (E.g., brigades, modified events, sacred music, Sunday’s events, special projects, at-large, unknown.)
<http://national-coalition.org/w/volunteer-application-2016/>

4. Next – *again, before you dial* – fill in the fields under “Contact Info” on the first page of the webform, entering as much the recruit’s info as you know.

In addition, jot down on paper a name or two of a *potential recruit* – as well as his/her email address & telephone number – which you will enter later, on the last page of the same form: this is a *potential recruit* to work with you and the person you are about to dial.

The above steps will save you *oodles* of time later.

5. Now it is time to dial the recruit whose name & contact info you entered on the form that you had submitted previously online.
 - a. If the recruit answers the phone, you fill in the application by reading the webform aloud to him (or her), asking him questions, and typing the answers into the respective fields of the application form.
 - i. *Note*: the recruit does not have to have his/her computer up and running to accomplish this. Only one of you needs to be online.
 - ii. Be sure especially to read the numbered “options” that appear immediately before the section for “Contact Info”, at the top of page-one.

You and your recruit must choose one of the options in order to complete the rest of the application.

Remember: one of the three options corresponds – without exception – to everyone’s circumstances.

- b. If the person you dial does not answer the phone, then leave a message.

Here is what to say:

Hi, [recruit’s name]. This is [me], calling to ask you to join me in preparation of annual Pilgrimage for Restoration. I’m not sure you are ready & able to help prepare our team this summer, or whether you plan to travel to New York in the fall. So I’ll sign you up for now as “maybe helping”, and you can tell me later what you finally decide. Look for an e-mail confirmation of the sign-up form I’ll submit. And please phone me when you get it. My number is [xyz-abc-defg]. Thanks!

In that case, sign him or her up using the webform, including as much info for him/her as you (and your supervisor) have to complete it. (See section II. nbr. 3., on the first page.)

6. Follow up the next day, dialing the recruit again to explain what you did.
7. Give this written outline to the recruit, and help him/her to repeat, without delay, the same steps with the potential recruit that you had entered into the recruit’s webform.

GUARANTEED: This method takes ALL THE GUESS-WORK out of the necessary first step: getting people on-board – or off!

If you have questions, contact your immediate superior – or Paul Farynaz, Vice-Director for Recruitment – p.farynaz.pilgrimage@gmail.com 978/502-7971 mobile.

Godspeed! www.pilgrimage-for-restoration.org <http://pilgrimage-for-restoration.org/blog/>