

**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-northwest.org](http://www.starlight-northwest.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 created.
- 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 Behen [erin@starlight-northwest.org](mailto:erin@starlight-northwest.org) 425-861-7827 x103  
Development - Anna Brown [anna@starlight-northwest.org](mailto:anna@starlight-northwest.org) 425-861-7827 x102  
Office - Pat Cramer [pat@starlight-northwest.org](mailto:pat@starlight-northwest.org) 425-861-7827 x100  
Oregon - Melissa Parmelee [melissa@starlight-northwest.org](mailto:melissa@starlight-northwest.org) 503-413-9218

CC the volunteer Coordinator  
(425) 861-7827 x104  
[volunteer@starlight-northwest.org](mailto:volunteer@starlight-northwest.org)

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**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/family	Starlight Website	School Website	Work Website
Craigslist	VolunteerMatch	United Way	Idealist.org
Other	_____		

I read and understand the Volunteer Guidelines for Starlight.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date