

How to invite a volunteer to the BAO electronic form

Follow the link: <https://forms.uoregon.edu/node/add/submission-request>

Log in shibboleth using your UO Duck ID
Select the form "UO Risk Volunteer Agreement"

Send a form invite




A form invite will send a link to the selected form to all the email addresses you provide. If the form is hosted on this site, you will then be notified when someone uses the link to fill out and submit the form.

Selected Form *

UO Risk Volunteer Agreement

Message *

File Edit View Format

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[Disable rich-text](#)

EMAILS *

+

[Look up users on UO Find People](#)  [UO Find People Link](#)

Send a copy to myself

Complete the message invite with instructions

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Selected Form *

UO Risk Volunteer Agreement

Message *

File Edit View Format

B *I* U      

Greetings,

Thank you for your interest in volunteering with _____. Please follow the link provided to complete the online volunteer form.

You will need to enter the following information

Assigned Duties: (provide the volunteer information)

Total number of anticipated volunteer hours: (provide total hours based on fiscal year)

Supervisor name and email: (provide your name and email)

The electronic form will prompt you through out the process and notify via email that the process has been completed. Please retain your confirmation email for your records.

Best,

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[Disable rich-text](#)

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Best,

Now add emails to invite to the form. You will need to select “Add another item” in order to invite multiple individuals to the same invitation.

[Show row weights](#)

EMAILS *

+


[Look up users on UO Find People](#) [UO Find People Link](#)


Send a copy to myself

Receiving the invitation

Users will receive an email to complete the form. The email does not retain your original formatting.

Form Invite from Lisa Taylor (lisat)

 forms@uoregon.edu
To: Lisa Taylor

 We removed extra line breaks from this message.

Fri 2/18/2022 8:38 AM

Greetings,

Thank you for your interest in volunteering with _____. Please follow the link provided to complete the online volunteer form. You will need to enter the following information Assigned Duties: (provide the volunteer information) Total number of anticipated volunteer hours: (provide total hours based on fiscal year) Supervisor name and email: (provide your name and email) The electronic form will prompt you through out the process and notify via email that the process has been completed. Please retain your confirmation email for your records. Best,

<https://forms.uoregon.edu/form/launch/uo-risk-volunteer-agreement?invite=814598>

Form name: UO Risk Volunteer Agreement
Link sent by: Lisa Taylor (lisat).

The volunteer will be asked to complete the following fields:

VOLUNTEER INFORMATION

UO Affiliation *

I am NOT employed by the University

I am currently employed by the University

Email *

First Name *

Last Name *

UO ID

Leave blank for unaffiliated volunteers.

Telephone *

Total Volunteer Hours *

Estimate total hours for this activity within this fiscal year (1 Jul - 30 Jun). Complete a new form each year for volunteer service that continues into the next fiscal year, when volunteering for a different activity, or when duties change.

Assigned Duties *

If duties include working with minors, a background check is required through Human Resources.

DEPARTMENTAL SUPERVISOR

Department *

The department which sponsors and supervises the volunteer activity.

Email *

First Name *

Last Name *

Telephone *

Form invite from lisat sent 02/18/2022 - 08:38

Selected Form: UO Risk Volunteer Agreement

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Best,

Emails:

lisat@uoregon.edu

Comments

system

Fri, 2022-02-18 08:38

[Permalink](#)

new

Form invites were sent

The form invites were sent.