

Creating a Google Docs Volunteer Registration Form for the Great Sierra River Cleanup

It's easy for coordinators to create an online volunteer registration form for cleanups, saving time that would be used for follow-up calls and emails related to registrations. The form also allows you to collect contact information and record volunteer hours after the event; it even helps with sending out thanks. It can be edited, and updated information can be added to your cleanup website. Additionally, having all of the information posted to a website gives volunteers the details they need to be prepared for the event.

Here is a simple outline of the steps to set up the Google Doc and the registration process:

- Create a Gmail account.
- Click on the Apps icon.



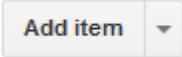
- Click on the Drive icon.

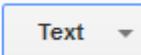


- Click on the Create tab.

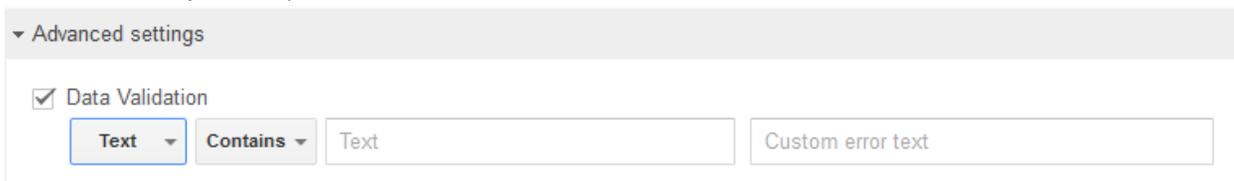


Create a new Google Form (located under "More" in the dropdown menu).

- Create questions for your form (see example below).
 - By selecting the "Add Item"  icon, you can insert new questions into the form
 - Note that you can select different "Question Type" options. For this form you will use the "Text" or "Paragraph Text" selections (and a couple of "Checkbox" questions).

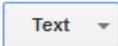
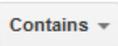
Question Type 

- In the "Advanced Settings" option, you can specify what types of answers respondents can include (such as requiring a text/number response for certain questions, depending on the nature of the question).



Advanced settings

Data Validation

- On your website, include a page that lists all of the relevant public information about the event.
- Include a PDF with descriptions of all of your cleanup sites, including special information about each site and directions to each site.
- Embed the form into your website (see example below).
- Check the responses in your Gmail account weekly to copy and paste registrants' information into each site's individual lists, if you have more than one site.

EXAMPLE OF FORM AND RELATED TOOLS

Page 1 of 1

Great Sierra River Cleanup [YEAR] Sign Up

Form Description

Group or Business Name

First Name

Last Name

Street Address

City

State

Zip Code

Phone Number

Email Address

Age

Cleanup Up Site

Are you a new participant in the Great Sierra River Cleanup?

Yes

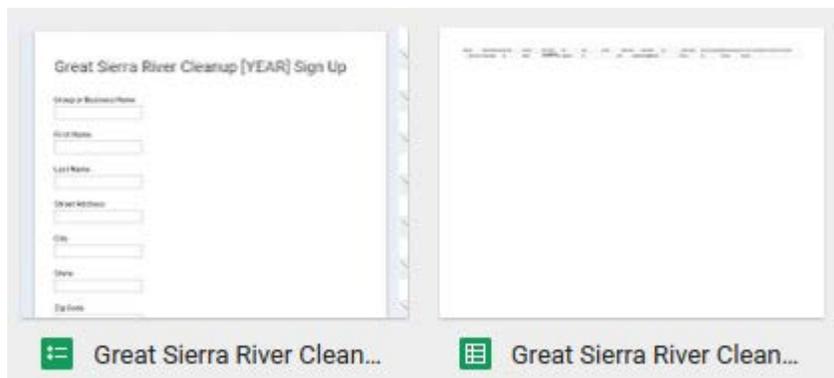
No

Where did you hear about the Cleanup? (ad, poster, radio, email, Facebook, etc)

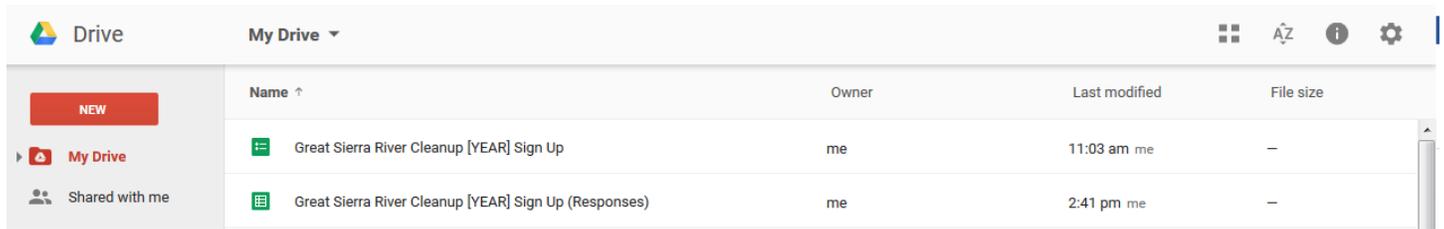
Do you have any special skills that could help with the Cleanup?



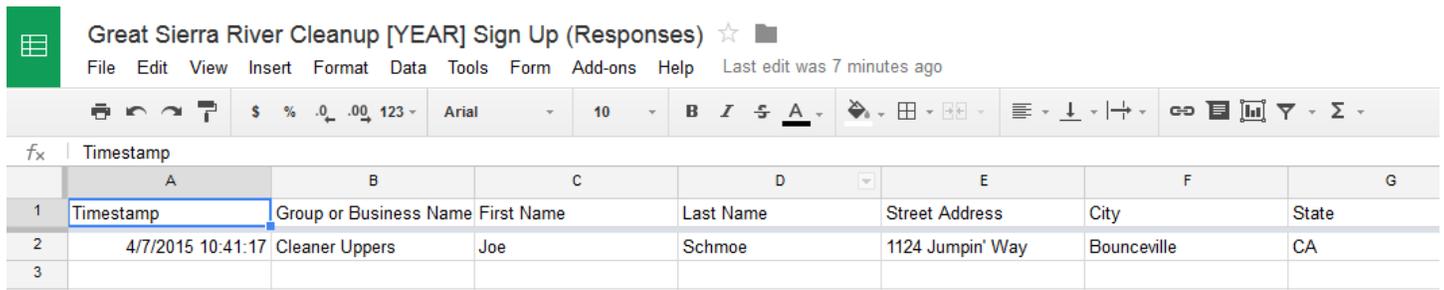
Responses will be automatically listed in a simple spreadsheet for tracking purposes. All responses will be saved in the Google Drive, and will appear as a separate icon next to the form. They will appear as two adjacent icons in your "My Drive" (see below):



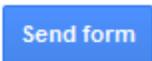
You may also change the view of 'My Drive' by clicking on the 'List View' option  at the top right side of the page. It will then look like this:



This is the spreadsheet that is generated to track responses.



To send the link to potential volunteers, you would use the Send Form link in the upper right hand corner.



Click on the icon and a window will pop up (below). You can enter your list of volunteer email addresses in the box below and then send the link to your list. To embed the form into a webpage or email, simply copy and paste the URL of the form to your text (you may also hyperlink it).



Send form

Link to share

Embed

Short Url

Share link via:



Send form via email:

Looking to invite other editors to this form? [Add collaborators.](#)

Done

EXAMPLE OF WEBSITE WRITE-UP

Nth Annual Great Sierra River Cleanup [[put in site or river, lake, etc.](#)]

Great Sierra River Cleanup Registration Information

Thank you for your interest in helping to clean and restore the

([insert river/site name here](#)) on:

Saturday, [DATE]

9 am - Noon

With about 80% of the debris on the coast originating from inland water sources, you will also be helping to keep trash off the coastal beaches.

What to expect for the Cleanup sites

All participants should arrive at their site by 9 am and be ready to work. A site captain will be at each site to sign you in and distribute supplies. Captains will provide latex gloves, trash and recycling bags, data cards, pencils, a safety briefing, and directions on where to clean up at each site.

Please bring the following:

- Closed-toe shoes
- Work gloves
- Sunscreen
- Filled water bottle and snack
- Reusable bucket if you have one
- Work clothes

Waiver Forms

A waiver form is required by each person participating in the cleanup. You may complete the waiver form at your site upon arrival. However, participants under the age of 18 must have a parent or guardian sign as well. Therefore, we recommend that you download the form at this link ([insert link here](#)) and bring the signed form to the cleanup site. If you are participating as a group of minors, such as a Girl or Boy Scout Troop, please have volunteers' parents sign the forms in advance as the leader may not sign for the troop.

Great Sierra River Cleanup Site List

Click on this link ([insert link for site and directions](#)) to download a list of this year's cleanup sites, as well as directions to the sites. Please review the site list to see if there are any special issues regarding the site you have chosen. Some sites are more appropriate for children, while others require extra hiking to the location or have other situations not appropriate for small children.

Picnic lunch or appreciation BBQ (this is not required, but you could add information below if your group chooses to have something after the cleanup.)

Thanks for registering!

If you have any questions, please contact ([insert contact name and info](#))

[Embed link to Google Doc or your registration page](#)