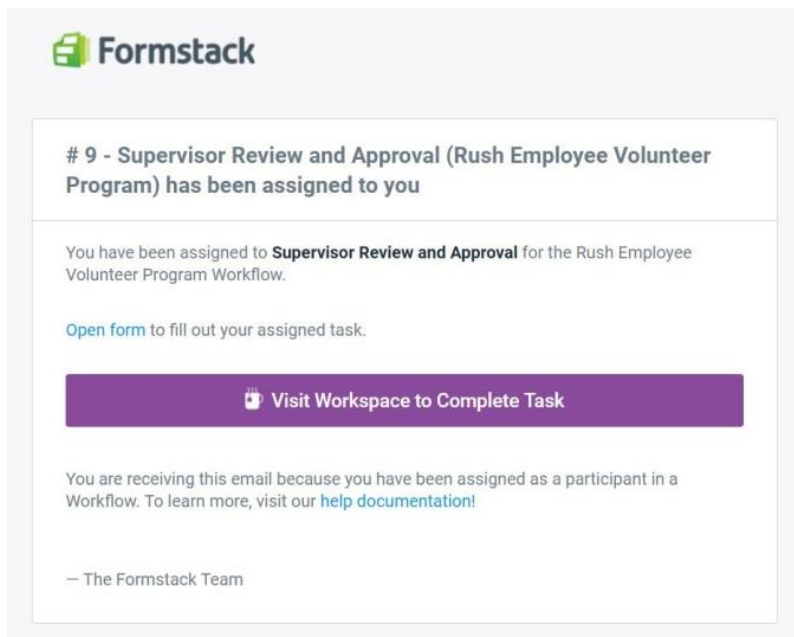


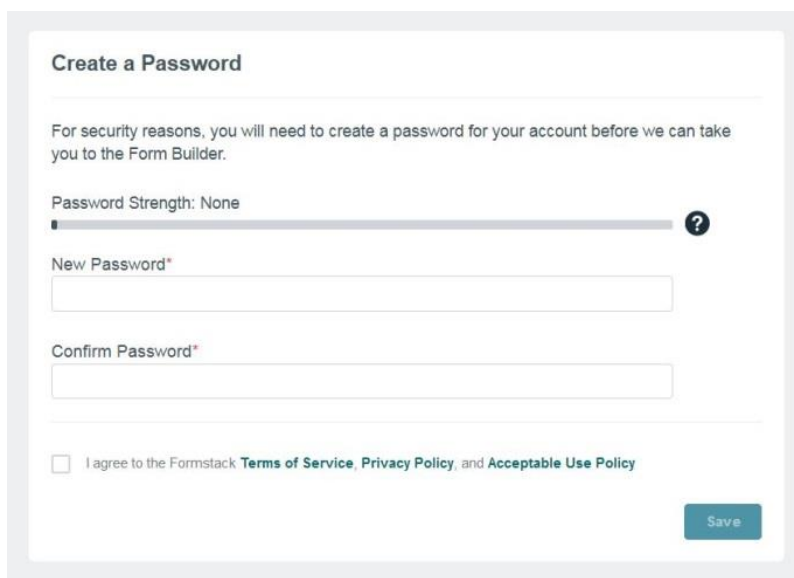
Rush Employee Volunteer Program form instructions

Step 1: Employee fills out form [via link](#) and submits. Employee receives email saying form submission has been sent to manager's email address (designated in form, must be correct).

Step 2: Manager receives email from Formstack system saying employee's form submission ready for review and signature. Click on the purple button in the email to access the submission.



Step 3: Manager creates login in Formstack system. (Please write down your login and keep it on file, particularly if you manage more than one direct report. If you are already a Formstack user, you may use your regular login.)

A screenshot of the "Create a Password" form in the Formstack system. The form has a title "Create a Password" and a sub-header "For security reasons, you will need to create a password for your account before we can take you to the Form Builder." Below this, there is a "Password Strength: None" indicator with a progress bar and a question mark icon. There are two input fields: "New Password*" and "Confirm Password*". At the bottom, there is a checkbox labeled "I agree to the Formstack Terms of Service, Privacy Policy, and Acceptable Use Policy" and a "Save" button.

Step 4: Look in left rail of screen for form assignment (usually a number), click on this and review employee's form submission information. If information looks fine, scroll to bottom of form and date and sign with your mouse (doesn't have to be perfect). Click *Submit Form*.

Supervisor Review and Approval

Date Approved *

Supervisor Signature *

Use your mouse or finger to draw your signature above clear

Please note: If there is an issue with your employee's information, please reach out to them directly to rectify. The manager is able to edit any form submission before approving.

Step 5: Manager receives email saying approved form submission has been sent to Office of Community Engagement. Both OCE and employee get emailed copy of approved form submission with manager's signature, letting them know the hours are approved.

Shortly thereafter employee will receive a meeting invite from OCE detailing their volunteer experience.

Please note: If you access Formstack to approve employees' volunteer form submissions from multiple locations/computers (on and off Rush campus), you may get a security warning email from the Formstack system. You can ignore this email. Nothing will happen to your ability to receive and approve form submissions if you get it.

If you experience an issue with the form submission process, please reach out to Julia Bassett, julia_s_bassett@rush.edu, for assistance.