



D.C. Hunger Solutions

Ending hunger in the nation's capital

# Volunteer Checklist

## SNAP Outreach Specialist

### Register or update your information in VolunteerHub

#### New Volunteers:

-Register at <http://dceitc.volunteerhub.com> (or email name and contact information to [kvinopal@frac.org](mailto:kvinopal@frac.org))

#### Returning Volunteers:

-Log in to VolunteerHub (<http://dceitc.volunteerhub.com>)  
-Click "Your Account" on the top right hand corner of the screen  
-Ensure that ALL required fields are updated

### Sign up as a SNAP/Food Stamp Outreach Specialist

(If using Volunteer Hub) After completing your volunteer registration form:

-Under "Other Volunteer Registration" click "SNAP/Food Stamp Outreach Specialist"  
-Click "Sign Up"  
-Submit your registration

### Register for training (3 hours)

Training dates will be announced in early January. An email will be sent to volunteers on how to sign up for training

### Receive site placement

After you have completed the mandatory training, D.C. Hunger Solutions staff will contact you in January regarding your volunteer shift

### Attend Orientation and Volunteer!

Tax sites open Saturday, January 28th. Most tax sites will hold an orientation the week prior to opening. Your site coordinator will contact you with details about orientation.

### Submit signed Volunteer Agreement and Present ID.

Bring your signed Volunteer Agreement to your first volunteer shift.

To comply with new IRS regulations your Site Coordinator must have your signed volunteer agreement on file at the site where you volunteer and must confirm your identity.