



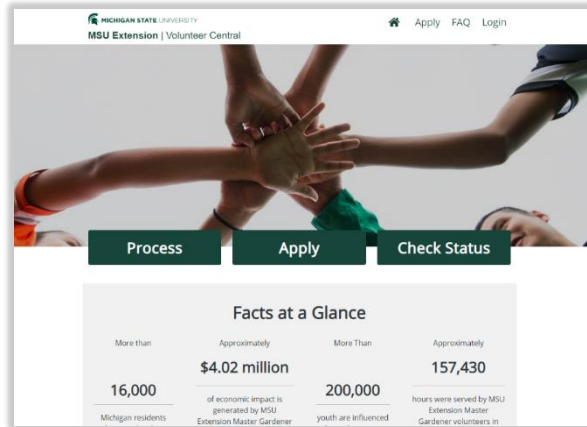
For additional information, visit [extension.msu.edu](https://extension.msu.edu)

## Volunteer Central: Completing an Application

### Getting Started

To get started, go to MSU Extension Volunteer Central at <https://msu.samartian.com/custom/502>.

Click **Apply** to learn more about the application process and to complete an application.



Before beginning your application, there are a few materials that you will need to gather before completing the application. Those include contact information for up to five references, role type, social security number (needed for a background check), the name of anyone who might have referred you to apply or if you are applying for any specific event. See below.

#### BEFORE YOU PROCEED:

Please gather the following information as it is needed to complete the application process:

- **References:** Name, email address, address and phone number for five references
  - References can be professional or personal references, excluding family members and relatives.
  - Please inform your references that they should be expecting an email from Michigan State University Extension.
  - The confidential reference questionnaire should take approximately 5-10 minutes to complete.
- **Role:** Type of role you are applying for ([Gold or Silver](#))
- **Social security number:** This is needed to complete the background check and the social security number is encrypted, the first five digits are masked and the data is secure within the system.
  - If you are an international guest, please reach out to [MSUE.msuevol@msu.edu](mailto:MSUE.msuevol@msu.edu) for assistance.
- **Referral:** Name of any staff member you have talked to (optional)
- **Event:** If volunteering for a specific event, the name of the event

Additional open ended questions will ask about previous volunteer and employment experiences, interests and hobbies, certifications and your volunteer interests.

Proceed

To contact an expert in your area, visit [extension.msu.edu/experts](https://extension.msu.edu/experts) or call 888-MSUE4MI (888-678-3464)

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## Applicant Profile

After clicking **Proceed**, you will see a screen with the title Applicant Profile. You'll need to read through the Acknowledgements and Backgroundchecks.com Information. Be sure to respond to the Yes/No question at the bottom of the screen to proceed.

Upon clicking **No**, you will be redirected to a home page with further information.

Upon clicking **Yes**, you will be directed to the application where you will enter User Information, Personal Information, Emergency Contact Information, Experiences, and information about Volunteering with MSU Extension. Any fields with a red asterisk (\*) indicate that the information is required. Complete the fields without the red asterisk as thoroughly as possible.

At the bottom of the page you will see the following:

### Form Submission and Next Steps

On the following screens, you will be asked to do three things:

1. Authorize MSU Extension to request your background check information
2. Complete the Code of Conduct / Media / Medical Release agreement
3. Complete any trainings you may have to complete relating to your service area

Please make sure that you complete these important steps. If they are not complete, the screening process for your application may be delayed.

[Proceed to Next Steps](#)

Upon clicking **Proceed to Next Steps**, you will see the screen below. Click on **Volunteer Dashboard** to complete the authorization for your background check, Code of Conduct/ Media/ Medical Release agreement, and trainings.



MSU Extension | Volunteer Central

[Dashboard](#) [Logout](#)



Thank you for applying as a volunteer!

[Volunteer Dashboard](#)

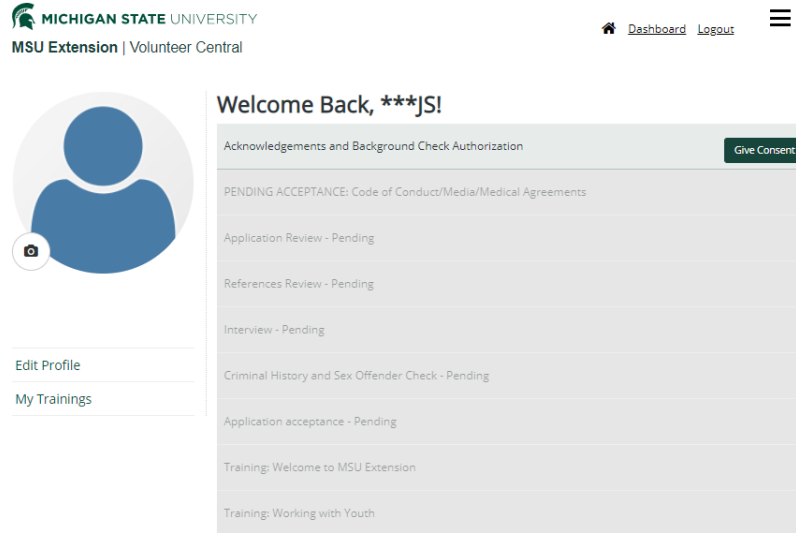
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## Volunteer Dashboard

The Dashboard you see will look similar to the image below. Click on the button Give Consent to move through the consent and authorization information.

In this Dashboard, you can also track the progress of your application.

When all steps are complete, the checklist will disappear.



The screenshot shows the MSU Extension Volunteer Central dashboard. At the top left is the Michigan State University logo and the text "MSU Extension | Volunteer Central". At the top right are links for "Dashboard" and "Logout", and a hamburger menu icon. On the left side, there is a user profile section with a blue circular profile picture placeholder, a camera icon, and two links: "Edit Profile" and "My Trainings". The main content area is titled "Welcome Back, \*\*\*JS!". Below the title is a checklist of application steps, each with a "Give Consent" button on the right:

- Acknowledgements and Background Check Authorization
- PENDING ACCEPTANCE: Code of Conduct/Media/Medical Agreements
- Application Review - Pending
- References Review - Pending
- Interview - Pending
- Criminal History and Sex Offender Check - Pending
- Application acceptance - Pending
- Training: Welcome to MSU Extension
- Training: Working with Youth

## Email

Please be sure to check your e-mail and look for a new e-mail from MSU Extension with the subject *Thank you for applying!* The e-mail address you provided in your application will be used by MSU Extension Volunteer Central to inform you of important updates to your application process and annual volunteer compliance. If you do not see an e-mail from MSU Extension, please check your spam/trash folder.

## Need Help?

For assistance, please visit <https://msu.samartian.com/custom/502/#/contact> or contact your local MSU Extension staff person. To see a staff directory visit <https://canr.msu.edu/outreach/experts/>