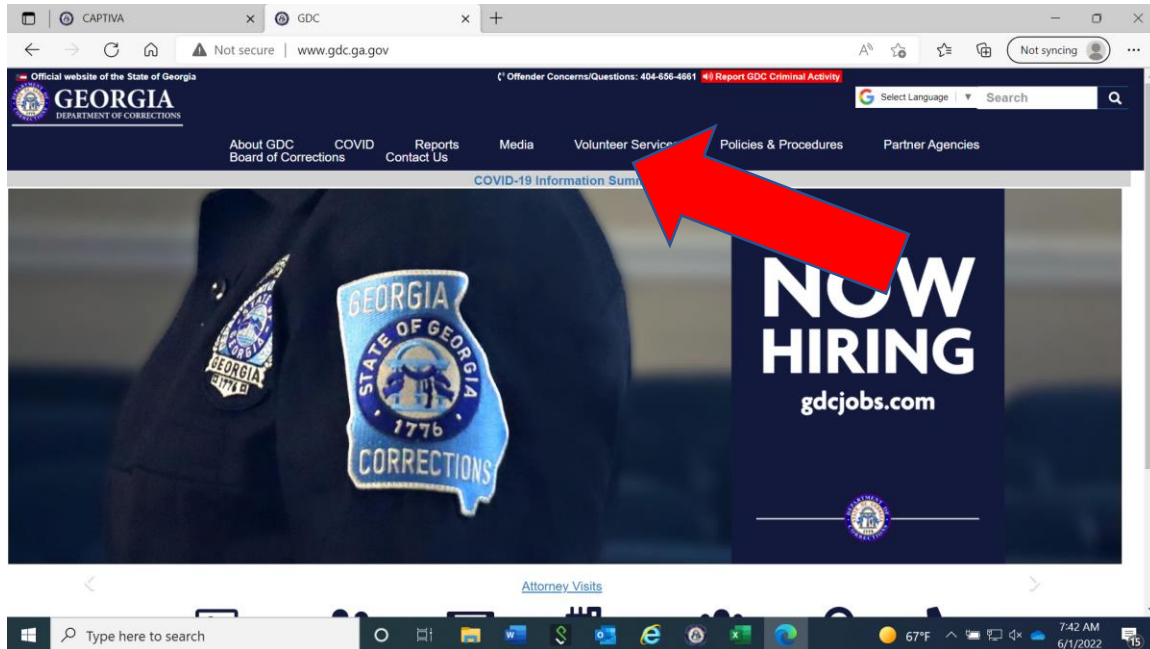


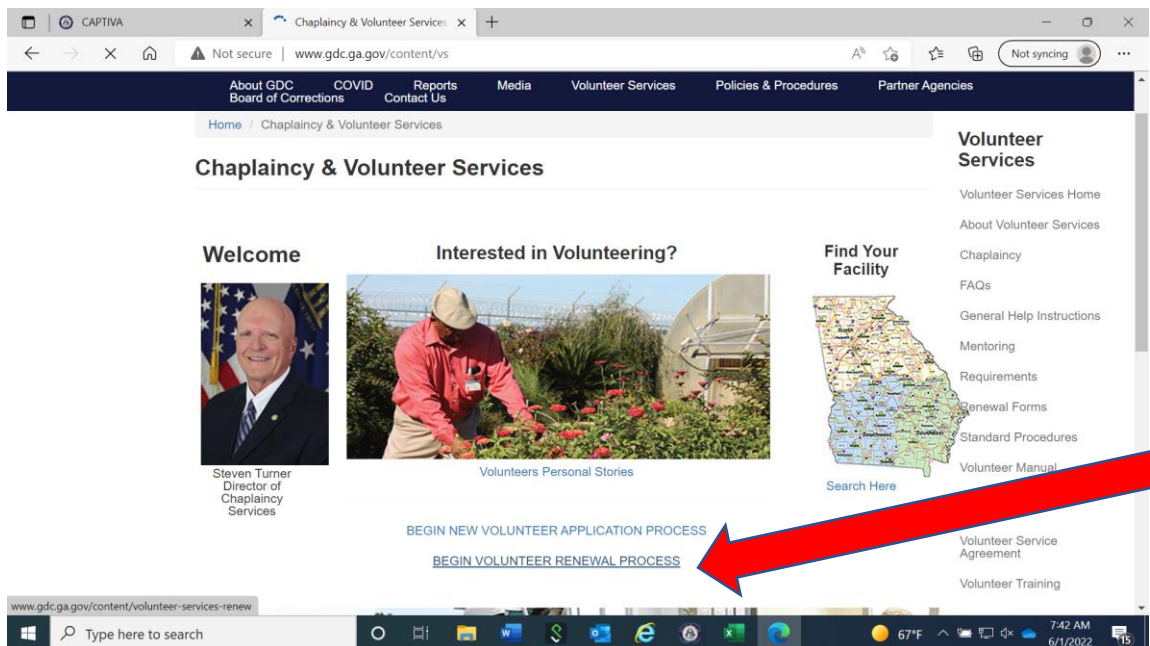
VOLUNTEER RENEWAL APPLICATION “HOW TO”

Version 1 Jun 2022

1. Go to www.gdc.ga.gov and choose Volunteer Services.



2. Select Begin Volunteer Renewal Process



NOTE: This web page is for RENEWING Volunteer ID cards:

- * For Currently Active Volunteers (date on card is within 90 days of expiration).
- * For Inactive Volunteers (date on card is no more than 90 days past expiration).

ALL OTHERS (including those whose cards are more than 90 days past expiration) MUST GO THROUGH THE NEW APPLICATION PROCESS

Information from your current Volunteer ID card must be entered in the fields below. This information will be compared to existing records and if successful, you will proceed to the mandatory videos. If you are unsuccessful, you should receive an "Invalid Data" or other notice in this block.

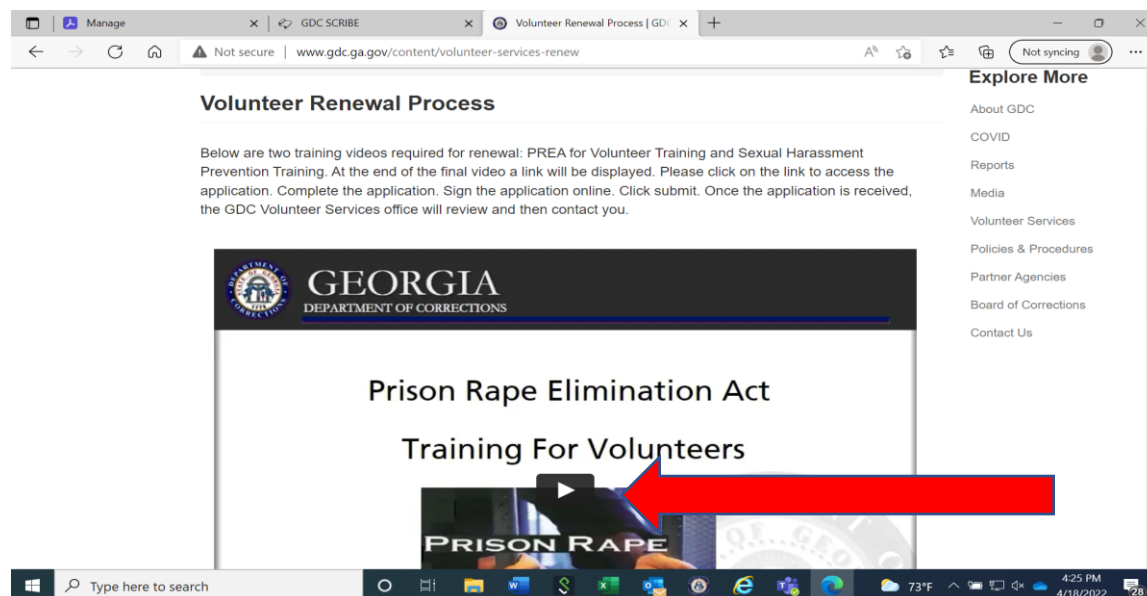
Note that you must also check the " I AM NOT A ROBOT" block BEFORE submitting your information.

The screenshot shows a web browser window with the URL www.gdc.ga.gov/content/volunteer-services-renew. The page title is "Volunteer Renewal Process | GDC". The form contains the following fields:

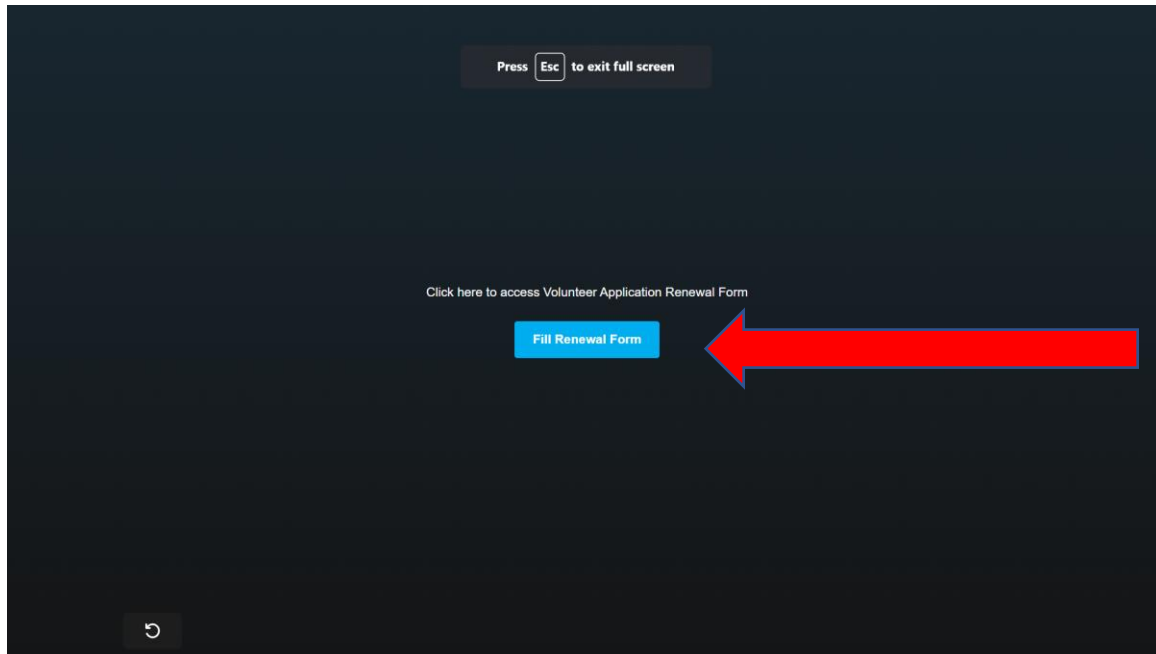
- Last Name:** (Text input field)
- First Name:** (Text input field)
- Volunteer ID (7 Digit Number):** (Text input field)
- Expiration Date:** (Date picker field)
- I'm not a robot:** (reCAPTCHA checkbox)

A green "Submit" button is located at the bottom of the form. The right sidebar contains links: Media, Volunteer Services, Policies & Procedures, Partner Agencies, Board of Corrections, and Contact Us. The bottom of the browser shows the Windows taskbar with the date 6/7/2022 and time 7:43 AM.

3. Upon a successful login, you will see a screen with a video. There are two mandatory videos that will run consecutively for approximately 40 minutes. Press the arrow in the center of the screen to start the videos. You can pause the videos, but you cannot fast forward them.



4. Once the mandatory videos are completed, you will view a screen as below. Click on the blue box to begin filling out the forms. Specific name and ID card data are already added for you and cannot be changed.



5. Complete the Volunteer ID Renewal Confirmation Information form and the GCIC/NCIC check form. You will then complete two attestation forms indicating that you have viewed the mandatory videos and specific identified points.

A screenshot of a web browser window displaying the "Volunteer ID Renewal Confirmation" form. The browser's address bar shows the URL "www.gdc.ga.gov/volsrvcsrenew/vsform.jsp". The page title is "Step 4 of 4: Fill and submit volunteer services application form. You will need an email ID to submit the application." The form is titled "Volunteer ID Renewal Confirmation" and features the Department of Corrections logo. Below the logo, there are fields for "Name:" (Last Name, First Name, Middle Name, Suffix) and "Volunteer ID number:". The "Expiration Date:" field is also present. A "Start" button is located on the left side of the form. The browser's taskbar at the bottom shows the time as 7:22 AM on 4/20/2022.

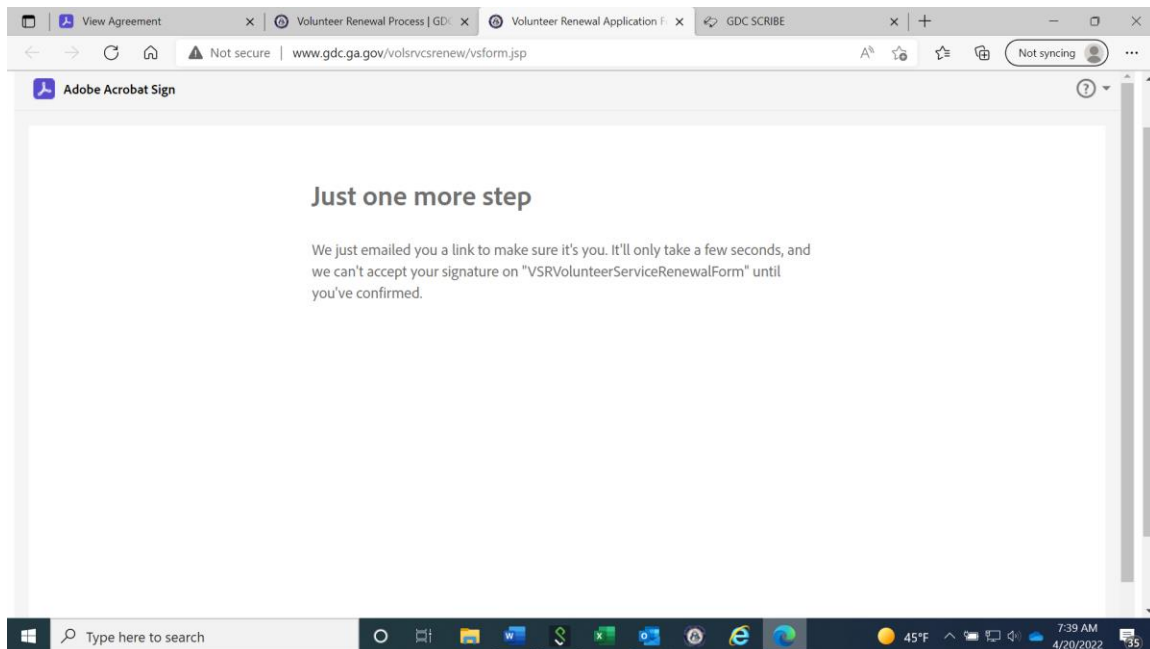
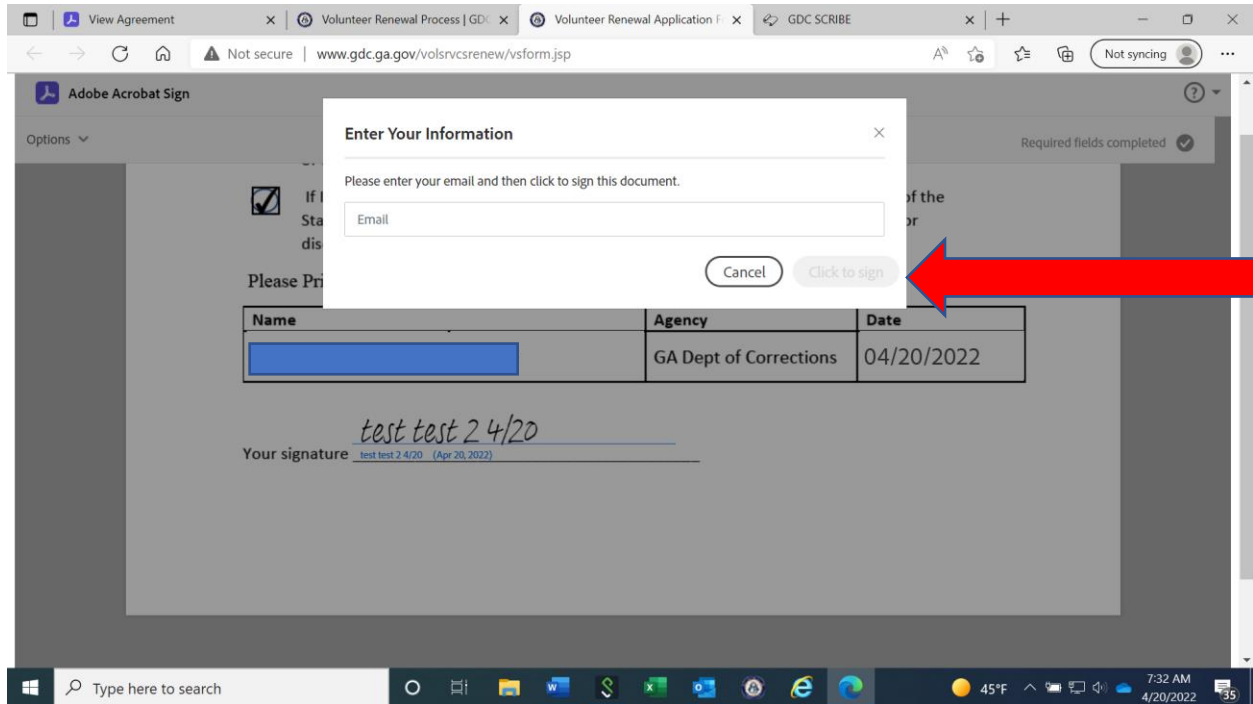
Attestation Form example view:

The screenshot shows a web browser window with the URL www.gdc.ga.gov/volsrvsrenew/vsform.jsp. The page title is "GEORGIA DEPARTMENT OF CORRECTIONS SEXUAL ABUSE/SEXUAL HARASSMENT PRISON RAPE ELIMINATION ACT (PREA) EDUCATION ACKNOWLEDGEMENT STATEMENT". A yellow "Next" button is in the top left corner. The form asks the user to select their "Employee Type (Check one):" with two options: "Employee" (unchecked) and "Contractor/Volunteer" (checked). Below this, a paragraph states: "I have received the appropriate training for my employee status in accordance with SOP 208.06, *Sexually Abusive Behavior Prevention and Intervention Program*. I understand the Department's zero-tolerance for sexual abuse of offenders. I understand that I am not to engage in any behavior of a sexual nature with an offender and to report to a nearby supervisor if I witness such conduct or if someone reports such conduct to me. I further understand that my authorization to enter,". At the bottom of the form, there is a "Click to Sign" button. The browser's taskbar shows the time as 7:30 AM on 4/20/2022.

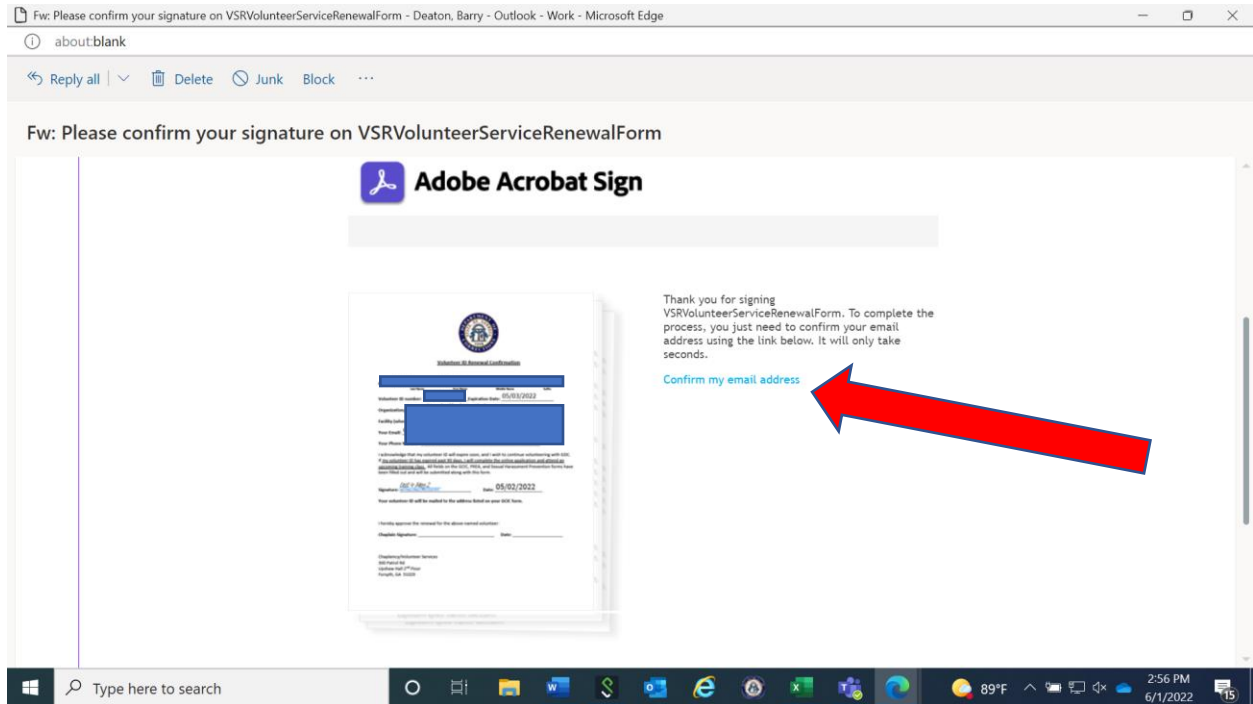
6. Once all forms are completed, you will click the identified “final click to sign” button. You will NOT be able to click the final sign button until all required data fields are completed.

The screenshot shows a Microsoft Word document titled "Initial Training 1 Apr 2022 - Last Modified: April 20". The document contains the completed PREA Education Acknowledgement Statement form. The form includes a checkbox for "If I am found to have engaged in sexual harassment and/or retaliation in violation of the Statewide Sexual Harassment Prevention policy, I will be subject to corrective and/or disciplinary action, up to and including termination of employment." which is checked. Below this, there is a "Please Print:" section with fields for "Name", "Agency", and "Date". The "Name" field is filled with "test test 2 4/20", the "Agency" field is filled with "GA Dept of Corrections", and the "Date" field is filled with "04/20/2022". At the bottom of the form, there is a "Click to Sign" button. A large red arrow points from the top right of the document towards the "Click to Sign" button. The Word status bar at the bottom indicates "Page 6 of 8" and "94 words". The Windows taskbar shows the time as 8:01 AM on 6/1/2022.

You should next see a block requesting you to enter your current personal email address:



7. Once you find the email in your personal email inbox with the subject: **“Please confirm your signature on VSRVolunteerServiceRenewalForm”**, click on the link to confirm your email and your identity. Clicking on this link will complete your renewal application submission. Close your web browser to complete the process.



For Questions or Assistance: Contact the GDC Chaplaincy/Volunteer Services Team at 478-992-6406/5908 or chaplaincy.services@gdc.ga.gov