

Accessing Your Pride Google Drive Account for Volunteer Signups & Documents

Each Steering Committee has a Google Drive folder that is split into two parts: **Pride Documents** and **Volunteer Forms**. This Drive can be accessed with your Pride Gmail account. If you do not have your login information, please reach out to your manager.

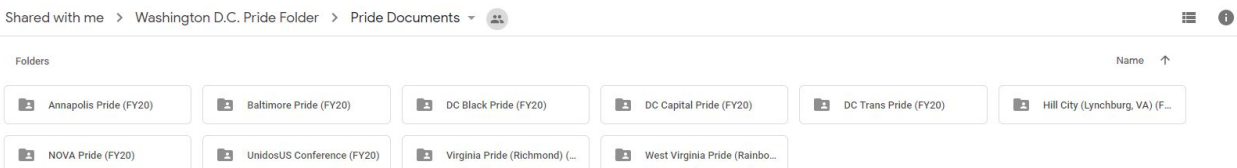
Accessing the Drive:

- Log into gmail.com
- Click on the cluster of dots in the upper right hand corner and select “Drive”
- Select “Shared with me” on the left of the screen and then “[Your Community]” Pride Folder”.



Pride Documents Section

- This section of the Drive is broken down by event, with a folder dedicated to each one
- Inside you will find relevant information that will help you both leading up to and on the day of the event
- Application paperwork, receipts, certificates of insurance (COIs), permits, maps, parking passes, load-in instructions, One Pagers, and everything else you may need to successfully run an event are inside
- Important information will have an appropriate title, i.e. “Vendor Application COMPLETE” or “Special Events Permit” so that you can easily access it.



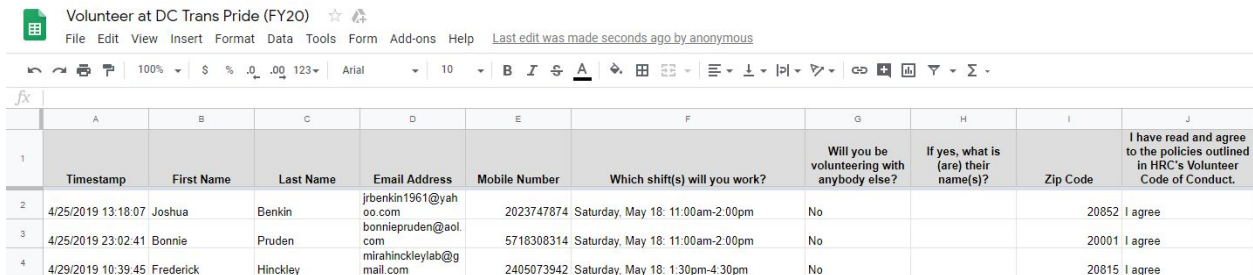
One Pagers:

These are especially important. One Pagers will be uploaded no later than the Wednesday before an event. They tell you where you need to be and at what time, what the rules are for setting up and breaking down your booth, as well as tablet login information. Your manager will send this to you before an event, but it will also be easily accessible in the Drive.

Volunteer Forms Section

Just like the Pride Documents section, the volunteer forms section is broken down by each event you'll participate in. Here are the details:

- A few weeks before an event, HRC will launch an email with a link to a Google Form through which volunteers can sign up
- Once they fill out the form their responses will populate in a Google Sheet
- At the very least you should be responding to each of these people to thank them for donating their time, to confirm their volunteer shift, to let them know what to expect and to send them a copy of training video
- If potential volunteers have any questions, the form instructs them to email your Pride Gmail account.



Timestamp	First Name	Last Name	Email Address	Mobile Number	Which shift(s) will you work?	Will you be volunteering with anybody else?	If yes, what is (are) their name(s)?	Zip Code	I have read and agree to the policies outlined in HRC's Volunteer Code of Conduct.
4/25/2019 13:18:07	Joshua	Benkin	jbenkin1961@yahoo.com	2023747874	Saturday, May 18: 11:00am-2:00pm	No		20852	I agree
4/25/2019 23:02:41	Bonnie	Pruden	bonniepruden@aol.com	5718308314	Saturday, May 18: 11:00am-2:00pm	No		20001	I agree
4/29/2019 10:39:45	Frederick	Hinckley	mirahinckleylab@gmail.com	2405073942	Saturday, May 18: 1:30pm-4:30pm	No		20815	I agree

If you are running short on volunteers, click on the “Old Vols” tab on the bottom of the Sheet to see the contact information of people who have volunteered with HRC at this event in years prior. It’s a good idea to reach out to them since they’ve helped us in the past.

