



Our Future:
Built Better Together

FIRST Event Volunteer Checklist

As a *FIRST*[®] event volunteer, there is a lot to know about how to get started volunteering with *FIRST* and how to prepare yourself to be an effective *FIRST* volunteer. We are pleased to offer you this checklist to guide you on your way to joining the community.

Step 1 - What are the requirements to be an Event Volunteer and how can you meet them?

1. Create an online profile to apply for and manage your events on the [dashboard](#).
2. At *FIRST*, student safety is always a priority. Every adult must become familiar with our [Youth Protection Program](#). Take the time to watch our videos and read our Youth Protection materials.
3. All adult volunteers from the United States and Canada must complete background screening through our Volunteer Registration for the safety of all *FIRST* team members.
 - a. [U.S. Screening Process Step by Step](#)
 - b. [Canadian Screening Process Video](#)
 - c. [Youth Protection Screening Frequently Asked Questions](#)
4. All *FIRST* teams cross-program are required to have two screened lead coaches/mentors for the entire season. These should be the two individuals who direct a team's day-to-day activities.
5. Mentor/Coach Age Requirements:
 - a. It is recommended that one be at least 25 years old.
 - b. *FIRST* encourages veteran team members to serve as Youth Mentors to teams with younger participants. **Youth mentors can be 13-17 years of age.** To minimize safety risks, teams with Youth Mentors are still required to have two adult lead coaches/mentors that are 18 or older. A minor must have a parent or guardian give written permission to volunteer. In addition, the *FIRST* Consent and Release Forms will need to be signed by a parent or guardian in the Volunteer Registration system for any volunteer under age 18.
6. Questions? Refer to our [FIRST Volunteer Handbook](#).

Step 2 - How to Register to be an Event Volunteer with *FIRST*

Brand new to *FIRST*? [Sign up to the FIRST Dashboard!](#)

1. Create an account.
2. Fill out your profile and volunteer information.
3. Apply to events or programs in the 'Volunteer Registration' tab.
4. Select your availability and choice of roles.
5. Complete the free youth protection screening (US & Canada).
6. Complete the consent and release forms.
7. Refer to the [Volunteer Registration User Guide](#) to help you on your way.

Already have a *FIRST* account?

1. Log in to your [FIRST account](#).
2. Click on the Volunteer Registration tab.
3. Sign up for an event or apply to a program to let *FIRST* know you are interested in volunteer opportunities in your area.



4. Complete your free background screening if not already complete (US & Canada).
5. Complete the consent and release forms, updated annually.
6. Refer to the [Volunteer Registration User Guide](#) to help you on your way.

Under 18 (ages 13 - 17) or already registered as a FIRST Student?

If you are not currently on a team or registered under your parent/guardian's account, you can follow this process to create your own account. [Sign up to the FIRST Dashboard!](#)

1. Create an account.
2. Apply to an event or program in the Volunteer Registration tab.
3. Fill out profile and volunteer information.
4. Select your availability and choice of volunteer roles.
5. Click on the Consent and Release Form and follow instructions to invite your parent or guardian to electronically sign the form on your behalf.
6. Refer to the [Volunteer Registration User Guide](#) to help you on your way.

If you are a student already registered under your parent/guardian's account, you can use the same email address to log into your own account and volunteer.

1. Log in to your [FIRST account](#).
2. Apply to an event or program in the Volunteer Registration tab.
3. Fill out profile and volunteer information.
4. Select your availability and choice of volunteer roles.
5. Click on the Consent and Release Form and follow instructions to invite your parent or guardian to electronically sign the form on your behalf (if not already completed).
6. Refer to the [Volunteer Registration User Guide](#) to help you on your way.

Step 3 - What to Know After Registering and Applying for an Event

1. Your Youth Protection Screening status can be accessed under your profile on the top right of the *FIRST* Dashboard.
2. Once you apply online, you may also want to contact the [local FIRST partners](#) in your area after you apply to be proactive, introduce yourself, and let them know of your interest.
3. You will receive a volunteer assignment email from your volunteer or event coordinator when you are assigned to a role.
4. If you have not been assigned or received any information about your role, you can message the volunteer coordinator for any event to which you have applied. See page 10 of the [Volunteer Registration User Guide](#) for more information on how to do that.
5. Communications will mainly come from event organizers or volunteer coordinators. They will be available to answer all your questions prior to and during the event. Once registered as a volunteer, communications may also be sent from your local Program Delivery Partner and *FIRST* Headquarters.
6. You will receive training specific to your assigned volunteer role either before or on the morning of the event. You should receive communications from your event organizer about whether training is required and when and how it is administered.

7. Subscribe to our [Volunteer Newsletter](#) to stay informed.

Step 4 – Review General Volunteer Training.

- [Volunteering with FIRST](#) is an introductory learning module that explores what *FIRST* is and what it means to volunteer with *FIRST*.
- [Inspiring Success Training](#) is for coaches, mentors, volunteers, partners, and other key stakeholders who work directly with students and are committed to creating diverse, inclusive, and equitable teams and are committed to creating a sense of belonging for students. This training is delivered in three modules. We recommend completing each module in one sitting.
- [The FIRST Volunteer Customer Service Training](#) will equip you with the tools needed to provide inspiration, safety, support, and a positive experience to our customers. Our customers are anyone who participates in *FIRST* including teams, parents, coaches/mentors, teachers, sponsors, spectators, and other volunteers.
- [Youth Protection Training](#) will enable you to recognize situations that may pose a threat to team member safety and learn the steps to take the actions necessary to prevent and report injuries.

Step 5 - Review General Volunteer Resources

- [Subscribe to the FIRST Volunteer Newsletter](#) - Stay up to date on the latest news for *FIRST* volunteers, including resources and exciting opportunities for volunteering.
- [FIRST Volunteer Handbook](#) - This handbook is full of everything you ever wanted to know about volunteering with *FIRST*!
- [Volunteer Registration User Guide](#) - Frequently asked questions regarding the Volunteer Registration system.
- [General Volunteer Resources Library Page](#) - These resources cover many aspects of volunteering for *FIRST*, such as registering to volunteer, completing your Youth Protection screening, and more!
- [Volunteer Experience Digital Content](#) - Exclusive digital swag for *FIRST* volunteers.

Step 6 – What to Expect the Day-of an Event

- **Volunteer Lounge with Food** - Generally, at a full-day or multi-day *FIRST* event, a volunteer lounge with food and refreshments away from the crowd will be supplied to show our appreciation for your time and to help re-energize you.
- **Volunteer T-Shirt and Name Badge** - Depending on the program and event, you may be given a T-shirt and name badge. These appoint you as a *FIRST* volunteer for the event. These items will grant you access to the areas you will need to access to complete your volunteer role and are also your ticket to the volunteer lounge for food and refreshments throughout the day if a volunteer lounge is provided.
- **Log Your Volunteer Hours** - You may want to log your volunteer hours after the event if you are volunteering for school credit, for your employer, or for other

reasons. Refer to the [Volunteer Registration User Guide](#) on how to record your contribution.

Step 7 – Program Specific Resources for Event Volunteers

Looking for more information on a specific role within a specific program? Refer to the links below.

- [FIRST® LEGO® League Explore](#)
- [FIRST® LEGO® League Challenge](#)
- [FIRST® Tech Challenge](#)
- [FIRST® Robotics Competition](#)

Email us with questions, feedback, or your FIRST volunteer story at volunteer@firstinspires.org.