

# Volunteer Registration Form

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## Personal Information

Title: (Mr/Mrs./Miss)

First Name:

Middle Name:

Surname:

Age:

Gender:

## Contact Information

Phone Number:

Email Address:

## Participation Details

Entity Status (Individual / Business Entrepreneur / Company / Other):

Project Name: (dropdown menu selection)

Project Role: (drop down menu selection)

Preferred Start Date:

## Supporting Documents

Attach CV:

## Additional Information

Why do you want to volunteer? (brief statement, optional)

Skills / Areas of Interest:

Availability:

## Consent

I confirm that the information provided is accurate and I agree to be contacted. (Yes/No)

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## HOW TO CREATE IT IN GOOGLE FORMS (STEP-BY-STEP)

1. Go to **Google Forms**: <https://forms.google.com>
2. Click **Blank Form**
3. Title it: **Volunteer Registration Form**

**Add the following fields:**

### Section 1: Personal Information

- Title → *Dropdown*
- First Name → *Short answer*
- Middle Name → *Short answer*
- Surname → *Short answer*

- Age → *Short answer* (or number)
- Gender → *Dropdown*

## Section 2: Contact Information

- Phone Number → *Short answer*
- Email Address → *Short answer* (enable email validation)

## Section 3: Participation Details

- Entity Status → *Dropdown*  
(Individual, Business Entrepreneur, Company, Other)
- Project Name → *Dropdown*
- Project Role → *Dropdown*
- Preferred Start Date → *Date picker*

## Section 4: Supporting Documents

- CV Upload → *File upload*  
(Google will require sign-in for this)

## Section 5: Additional

- Why do you want to volunteer? → *Paragraph*
- Skills → *Paragraph*
- Availability → *Short answer*

## Final

- Consent → *Checkbox* (Required)

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## HOW TO CREATE IT IN MICROSOFT FORMS

1. Go to: <https://forms.microsoft.com>
2. Click **New Form**
3. Add fields using:
  - **Text** → for names, phone, email
  - **Choice** → for dropdowns (enable “Dropdown” option)
  - **Date** → for start date
  - **File Upload** → for CV (available in some plans)

Use sections just like above to organize it cleanly.

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### Helpful Tip

For both platforms:

- Turn on “**Required**” for key fields
  - Add a **confirmation message** like:  
“Thank you for registering as a volunteer. We will contact you soon.”
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