



Membership Instructions

I. New Agency/Membership Signups

1. Go to www.slovoad.org and click on the “Join” page on the left-hand side of screen
2. Complete the Membership Application
 - a. This form is **agency specific**. If an agency has more than one representative in SLO VOAD, only the primary representative should complete the application.
 - If a duplicate comes through for an agency, UWSLOC will reach out to the agency for clarification. (Has there been a change in agency representatives? Is it an accidental duplicate? Etc.)
 - b. Agencies can have up to three representatives in SLO VOAD.
 - c. All applicants affiliated with an agency should select “Partner Member” for their membership category
 - “Friend of VOAD” is only to be selected when an individual who is not affiliated with an agency wants to be part of SLO VOAD. This membership category will be notified of upcoming meetings and events, but they will not be given login information for www.slovoad.org (and thus, won’t have access to member contact lists).
3. Complete the Statement of Understanding
 - a. This form is also **agency specific**. If an agency has more than one representative in SLO VOAD, only the primary representative should complete the S.O.U.
 - If a duplicate comes through for an agency, UWSLOC will reach out to the agency for clarification. (Has there been a change in agency representatives? Is it an accidental duplicate? Etc.)
 - “Friend of VOAD” members do not need to complete the S.O.U.
4. Complete the Member Agencies – Locations and Assets
 - a. This form is also **agency specific**. If an agency has more than one representative in SLO VOAD, only the primary representative should complete the S.O.U.
 - If a duplicate comes through for an agency, UWSLOC will reach out to the agency for clarification. (Has there been a change in agency representatives? Is it an accidental duplicate? Etc.)
 - “Friend of VOAD” members do not need to complete the Locations and Assets form.

II. Miscellaneous Information

1. UWSLOC will send an email to the primary member of each agency on a biannual basis to ensure membership/contact information is kept current.
2. UWSLOC will enter all representatives listed on the Membership Application into www.slovoad.org to prompt login information to be emailed to that member.
 - a. For confidentiality purposes, any "Friend of VOAD" members will not be given login information for www.slovoad.org.
3. Once logged in, agency representatives can access view only versions of the Membership Application Responses and Locations and Assets documents.
 - a. The Membership Application Responses document will serve as the SLO VOAD contact list for members to use. **This document is to remain confidential, and will only be shared with agency representatives.**
 - The Locations and Assets document is being provided to members so that they can see what assets each member agency offers in case it helps them to determine who to call.
4. If there is a change in agency representatives, contact information (for the agency or its representatives), or changes to any other information captured by any of the membership forms, please email info@unitedwayslo.org to make those changes. This will prevent the submission of duplicate forms.