

Onboarding New Volunteers



Complete the steps below each time you train a new baseline stream monitoring WAV volunteer. Questions? Contact WAV staff at wav@extension.wisc.edu.

- Have the volunteer complete the **Online Introduction to WAV** course *prior to* attending a field stream monitoring training.
- At the field training or during registration, have the volunteer sign WAV's **liability waiver and photo release form**.
- Ask the volunteer to fill out the UW-Madison Extension **Participant Demographics Survey**. This is *optional* for the volunteer.
- Confirm the volunteer knows their stream monitoring **site location(s), including station ID(s) and station name** (if it already exists in SWIMS). If it doesn't, email DNRSWIMS@wisconsin.gov to request a new station.
- Confirm the volunteer has a stream **monitoring partner**. If not, help them connect with one.
- Collect the volunteer's **contact information**, including full name, email address and phone number. Collect their monitoring partner's full name and email address if possible.
- After the volunteer attends a field training, **send the following to WAV staff**:
 - completed liability waiver and photo release form,
 - volunteer contact information,
 - participant demographics survey, and
 - any photos or short fun video clips from the field training!
- Provide the volunteer with information on "**How to Set Up SWIMS Access**" to submit data:
<https://wateractionvolunteers.org/resources/data-guidance/>
- Help the volunteer learn **how to submit data to SWIMS** correctly and remind them that best practice is to submit data *every month*.
- Encourage the volunteer to visit the WAV website** to find resources on monitoring methods, data exploration, news and more learning opportunities at: <https://wateractionvolunteers.org/>