

# 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](mailto:wav@extension.wisc.edu) or call us at 608-331-0173.

- Have the volunteer complete the **Online Introduction to WAV** course *prior to* attending a field stream monitoring training (recommended).
- Train the volunteer in the field on the five baseline monitoring methods: temperature, transparency, dissolved oxygen, stream flow, and biotic index. Give the newly trained volunteer a monitoring kit and WAV Welcome Packet.
- Ask the volunteer to fill out the UW-Madison Extension **Participant Demographics Survey**. This is *optional*.
- Help the volunteer choose their stream monitoring **site location(s), including station ID(s) and station name** (if it already exists in SWIMS). If it doesn't, email [wav@extension.wisc.edu](mailto:wav@extension.wisc.edu) 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 for all newly trained volunteers**:
  - 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**": <https://wateractionvolunteers.org/data/submit-data/>
- Help the volunteer learn **how to submit data to SWIMS** correctly and remind them that best practice is to submit data *every month rather than at the end of the year*.
- 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/>