

Applying for Smithsonian Volunteer Service

Welcome to EVANS, Smithsonian's Volunteer Management system! You use EVANS to submit your application for Smithsonian volunteer service. You can access EVANS from any computer with an internet connection and web browser.

If you are accepted as a Smithsonian volunteer, you will use EVANS to maintain your profile, log your hours, search and register for other volunteer opportunities or trainings, as well as perform other tasks related to your volunteer service.

Submitting Your Volunteer Application

Applications for Smithsonian volunteer service are accepted only electronically through the EVANS Volunteer Management System.

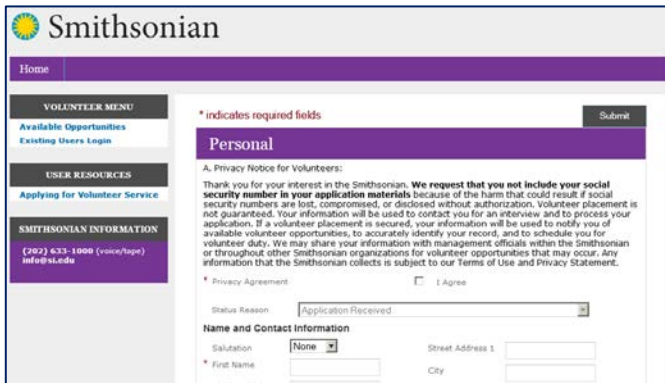
- **Follow the steps below to access EVANS and submit your volunteer application:**

Open Internet Explorer, go to www.si.edu, and click on **Volunteers** near the top of the page.



The **Smithsonian Volunteer Service** page displays.

1. In the **Volunteer Menu** on the left side of page, click on **Available Opportunities**. The EVANS Opportunity Search Results page displays, listing the opportunities that are available for application.
2. Review the opportunities, click on the **Opportunity Details** button for the opportunity, and then click on the **Sign Up** link (you might need to scroll down).
3. On the Volunteer Login page, review the user agreement, then select **I Agree** before proceeding.
4. Next, click on the **New Volunteer Signup** link. The volunteer application form loads and displays, starting with the Personal section.



5. Complete the fields on the volunteer application, using the next section for guidance. When you are finished with your application, click **Submit**.

Tips for Success

- **Please use your complete email address as your EVANS login ID** (for example: john.doe@gmail.com). Make note of your user ID and password and keep them secure.
- **Your password is case-sensitive** (password#1 is not the same as PASSWORD#1 or Password#1).
- **Do not enter your SSN into EVANS.**
- **Close your browser window** when you are finished.

Sections of the Volunteer Application

The volunteer application includes the sections described below. Required fields are indicated by an asterisk (*).

Section	Primary Information
Personal*	Your name, address, contact information, EVANS user ID and password, email address.
References*	Names and email addresses of references (two are required). Note: An e-mail requesting a reference will be sent to each email address after you save your profile.
Additional Contact Information*	Permanent address information and emergency contact information.
Additional Information*	Prior Smithsonian badge, prior Smithsonian applications, Smithsonian memberships.
Parental Consent	Volunteers must be at least 13 years of age to volunteer at the Smithsonian. For volunteers between the ages of 13 and 17, a parent / guardian name, phone number, and email address are required.
Education and Experience	Information about your educational background and relevant experience.
Availability*	The days and hours of the week that you are available for volunteer service.
Languages	Any languages in which you are proficient.
Volunteer Recruitment*	Information about how you heard of Smithsonian volunteer programs.
Volunteer Preferences	The types of programs for which you are interested in volunteering.
Seasonal / Special Volunteer Programs	Any specific programs for which you are interested in volunteering.
Location Preferences	Any locations you prefer for your volunteer service.
Attach Resume	A resume (optional) up to 2 pages in length (2 megabyte maximum size).