

# Quick Overview

Everything you need for a quick start or refresher!

- [To Do's](#)
- [Documents & Timekeeping](#)

# To Do's

- Regularly review the volunteer handbook for up-to-date information about the volunteer program and procedures.
- Every volunteer (across the organization) **MUST sign [the volunteer agreement form](#) annually** at the beginning of the academic year (September 1st)
- Join the Discord Server
- **Set up** a free membership account on [immersivelrn.org](https://immersivelrn.org)
- **Fill out [the timekeeping form](#)** after each volunteer shift or activity.

# Documents & Timekeeping

When in trouble, when in doubt.... don't scream and shout, check the [Volunteer Support Resources](#) page on [immersivelrn.org](http://immersivelrn.org) for:

- Contact Information
- Orientation Videos
- Forms
- Additional Information not found in the codex.