

## Volunteer Registration in CERVIS

To register as a volunteer with WFDW, you will need to create a volunteer profile in our online volunteer management system (CERVIS).

The following pages provide step-by-step instructions for registering in CERVIS.

The whole process should take only a few minutes.

1. Connect to the internet and open the following link: <http://www.wdfw.wa.gov/about/volunteer/>.
2. Click "Register as a volunteer today!"

**WASHINGTON DEPARTMENT OF FISH & WILDLIFE**

HELP | EMPLOYMENT | NEWS | CONTACT

# ABOUT WDFW

Home About WDFW Conservation Fishing Hunting Wildlife Viewing Licensing & Permits Living with Wildlife

Volunteer Opportunities

Citizen Science Volunteer Opportunities

St. Helens Land Access Program

Herding, Hazing, and Fence Repair/Construction

Adopt an Access Program

Regional Fisheries Enhancement Groups

Marine Resource Committees (MRCs)

**Washington Department of Fish & Wildlife Volunteer Program**

Christine Redmond  
Volunteer Program Manager  
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360-902-8303

CERVIS Admin Login

## Volunteer Opportunities

The Washington Department of Fish and Wildlife welcomes volunteers who want to assist in activities that benefit fish, wildlife and habitat.

A variety of volunteer opportunities are available, including projects on state wildlife areas, water access sites, furthering conservation activities and hunter education through the Master Hunter program, and local projects that benefit salmon recovery through Regional Fishery Enhancement Groups (RFEES).

Beginning in 2012, WDFW implemented an on-line volunteer management system to make it easier for volunteers to learn about volunteer opportunities and to participate in them. Known as CERVIS (Community Event Registration & Volunteer Information System), this system tracks projects and volunteer hours

First, potential volunteers must register using a simple on-line form; then review the opportunities that are available.

**Click here!**

**Step 1: Register as a volunteer today!**

**Step 2: Sign up for a Volunteer Opportunity**

**Events**  
These opportunities are one-time events that may last for a day or weekend.

**Service Projects**  
These opportunities are ongoing projects you may volunteer to assist with on a regular basis.

### Other Volunteer Opportunities and Programs

- **St. Helens Land Access Program**  
A great opportunity to help provide hunting access in Southwest Washington!
- **Ecological Integrity Monitoring**  
Join the Washington Department of Fish and Wildlife in a citizen science initiative to conduct long-term Ecological Integrity Monitoring (EIM) on Washington State Wildlife Areas.
- **Herding, Hazing, and Fence Repair/Construction**  
Register to assist with non-lethal control of game damage throughout the state. Landowner conflicts involving elk, deer, turkey, and waterfowl routinely occurs at various times of the year. Depending upon

**Receive a complimentary Discover Pass**

Volunteers who work 24 hours on agency-approved projects may be eligible to earn a complimentary annual pass. Eligible projects are those located or occurring on "Discover Pass required" posted sites managed by the Department of Fish and Wildlife. Discover Pass posted sites include wildlife areas and recreational water access sites. Eligible projects may include stewardship, maintenance such as the Adopt-An-Access program, interpretation and data collection and analysis (such as Citizen Science projects) that enhance staff efforts to successfully manage fish, wildlife and habitat on department lands. For more information about how to qualify for a complimentary Discover Pass please visit: [www.discoverpass.wa.gov](http://www.discoverpass.wa.gov)

Learn more about the Discover Pass at [DiscoverPass.wa.gov](http://DiscoverPass.wa.gov)

The next screen should look like this:



## Create Volunteer Profile

Welcome to the Washington Department of Fish and Wildlife Community Event Registration & Volunteer Information System (CERVIS). Please complete the information requested below to submit your volunteer application for review. After you have completed and submitted your volunteer

profile, CERVIS will automatically send your password to your email address. Copy and paste that password into the password box. CERVIS will prompt you to change your password.

\* Indicates a required field

Volunteer Last Name:*	<input type="text"/>
Volunteer First Name:*	<input type="text"/>
Volunteer Primary Ph #:*(719-111-2222 or 719-111-2222 x345)	<input type="text"/>
Volunteer E-mail:*	<input type="text"/>
Confirm E-mail:*	<input type="text"/>
Volunteer Alt Ph #:*(719-111-2222 or 719-111-2222 x345)	<input type="text"/>
Volunteer Address:	<input type="text"/>
Volunteer Address Line 2:	<input type="text"/>
Volunteer City/Town:	<input type="text"/>
Volunteer State:	<input type="text"/>
Volunteer Zip Code:	<input type="text"/>
Emergency Contact Name:*	<input type="text"/>
Emergency Contact Phone:*	<input type="text"/>

Enter the requested information in the fields with asterisks (\*). These are:

3. "Volunteer Last Name"
4. "Volunteer First Name"
5. "Volunteer Primary Ph #"
6. "Volunteer E-mail"
7. "Confirm E-mail"
8. "Emergency Contact Name"
9. "Emergency Contact Phone"
10. "Have you ever received a fish and wildlife citation or a felony conviction?"
11. "Please select you age group"

All other fields are not required.

Scroll down to the bottom of the form.



I have read, understand, and accept the following terms & conditions:  
[Click here to view](#)

Verification Code:\*



TESTED DAILY 17-JULY

10. Check the box accepting the terms and conditions.
11. Enter the Verification Code.
12. Click "Add Volunteer Information to Profile".

If you completed all required fields, your next screen should look like this:

CERVIS Login   Service Events   Service Projects   Contact Us

Fred | Contact Us | Logout

**Volunteer Main Menu**

Your Volunteer Application Has Been Submitted Successfully!

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**Service Event Registration**  
(one-time or short-term service opportunities)

[Register / Unregister for an Event](#)

[View current event registrations for members of my Volunteer profile](#)

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**Service Project Management**  
(on-going or long-term service opportunities)

[Submit a Service Project Application](#)

[Record / Update Service Project Activity](#)

You are done!

You will receive an email that will give you a temporary password if you need to access your profile again.

If you need assistance creating your profile in CERVIS please contact the Volunteer Program Manager, Christine Redmond, at:

360-902-8308

[Christine.redmond@dfw.wa.gov](mailto:Christine.redmond@dfw.wa.gov)