



## HICS 253 - VOLUNTEER REGISTRATION

- PURPOSE:** The HICS 253 -Volunteer Registration is used to document volunteer sign in and sign out for each Operational Period.
- ORIGINATION:** Completed by the Logistics Section Labor Pool and Credentialing Unit Leader.
- COPIES TO:** Copies are distributed to the Time Unit Leader, Personnel Tracking Manager, and Documentation Unit Leader.
- NOTES:** If additional pages are needed, use a blank HICS 253 and repaginate as needed. Additions may be made to the form to meet the organization's needs.

NUMBER	TITLE	INSTRUCTIONS
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Operational Period</b>	Enter the start date (m/d/y) and time (24-hour clock) and end date and time for the operational period to which the form applies.
3	<b>Registration Information</b>	
	<b>Name</b>	Enter the full name of volunteer.
	<b>Certification / License and Number</b>	If volunteer holds a certification or license, enter type and number.
	<b>ID Number</b>	Enter a Driver's License number or Social Security Number.
	<b>Address</b>	Enter address.
	<b>Contact Info</b>	Enter phone number.
	<b>Badge Issued</b>	Enter yes or no, and number if used.
	<b>Badge Returned</b>	Enter yes or no.
	<b>Time In / Out</b>	Time (24-hour clock) volunteer was in and out.
	<b>Signature</b>	Signature of volunteer verifying that information is correct.
4	<b>Prepared by</b>	Enter the name and signature of the person preparing the form. Enter date (m/d/y), time prepared (24-hour clock), and facility.