Tell us about your volunteer opportunities
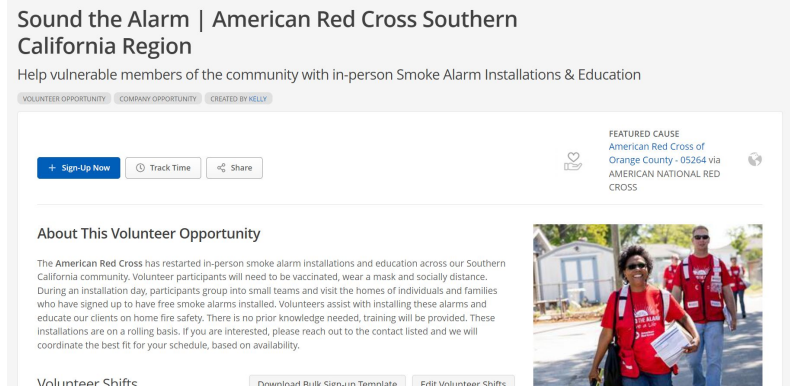
Submit opportunities for MSI volunteers on the Cause Portal using share key: *motorolasolutions-volunteers*

1. Log in to the **Causes Portal**

2. Select the **Volunteering** tab on the left-hand side

3. Click the **+ Create New Volunteer Opportunity** button

4. Fill out all the necessary fields
   - Basics (who, what, where, when), Event contact, your cause, Shifts (how many people needed, at what time, signup deadline), Images, Volunteer skills/interests

5. Under the **Visibility** section, select **Private**. [Choosing **Private** will make it viewable only to MSI employees, given you're using our Share Key.] Ensure the **Published** box is checked, and click **Save**.

6. Foundation team will review and approve the event

Sound the Alarm | American Red Cross Southern California Region

Help vulnerable members of the community with in-person Smoke Alarm Installations & Education

TIP: Post your volunteer opportunities <u>4-6 weeks prior to the event</u> to ensure ample time for signup/promotion.

Motorola Solutions
Foundation