

## Essex County Department of Parks, Recreation, & Cultural Affairs Form Instructions

### Location of Form

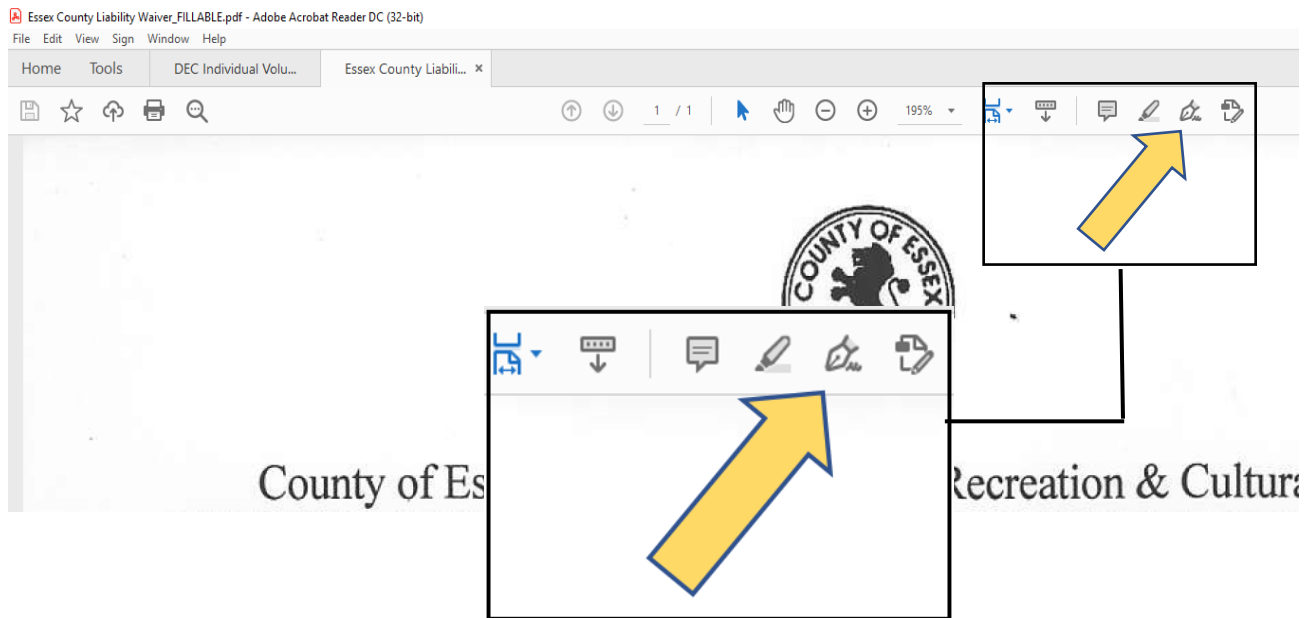
- Fillable PDFs are available at <https://www.nynjtc.org/document/essex-county-volunteer-form>.
- You can also email [volunteer@nynjtc.org](mailto:volunteer@nynjtc.org) for a copy.

### Print and Mail Option

1. Open the form.
2. Either fill it out on the computer then print OR print it then fill out by hand.
3. Mail the completed document to:
  - a. Trail Conference – Volunteer Department  
600 Ramapo Valley Road  
Mahwah, NJ 07430
4. Email us at [volunteer@nynjtc.org](mailto:volunteer@nynjtc.org) to confirm that you mailed the document so we know to look out for it.

### Online and Email Option

1. Open the form in your web browser and complete the fillable fields with today's date, description of volunteer activity, and dates of volunteer activity. (If volunteer activity is ongoing, write "ongoing.")
2. Once you have completed the fillable sections, select "Print" in the top right corner of webpage. In the print options, select "Save as PDF" for the destination.
3. Open your saved PDF file in Adobe Acrobat Reader DC to insert your signature(s).
4. Select the signature icon from the tool bar at the top of the program.



5. A box will appear and allow you to type, draw, or upload a photo of your signature.



6. Drag and apply your signature to the Signature line and, if applicable, to the Parent/Guardian Signature line.
7. Save your document as “[FIRST NAME].[LAST NAME]\_Essex[YEAR]” (ex.: John.Smith\_Essex2021).
8. Email the completed document to [volunteer@nynjtc.org](mailto:volunteer@nynjtc.org).