



Steps to Become a Virginia Project WILD Facilitator

If you are interested in Virginia Project WILD facilitator training, please take these steps:

* *While the following process requires very little hands-on time from you, it will take sometimes over a month to process your full application due to Step 2 below, so do not delay if you are interested in applying.*

➤ **Ensuring that you have already taken or plan to take a Project WILD Educator Workshop**

- Anyone interested in becoming a Project WILD Facilitator must have taken a Project WILD Educator Workshop. *You must be able to upload your certificate of training from your Project WILD Educator Workshop.*
- If you have not taken an Educator Workshop yet, please view our [current listing of public WILD workshops](#) and if you cannot attend any current workshops and you have not already done so, [sign up for our waitlist](#) and you will be notified of all workshops happening across the state.

➤ **Signing up as a DWR Volunteer:**

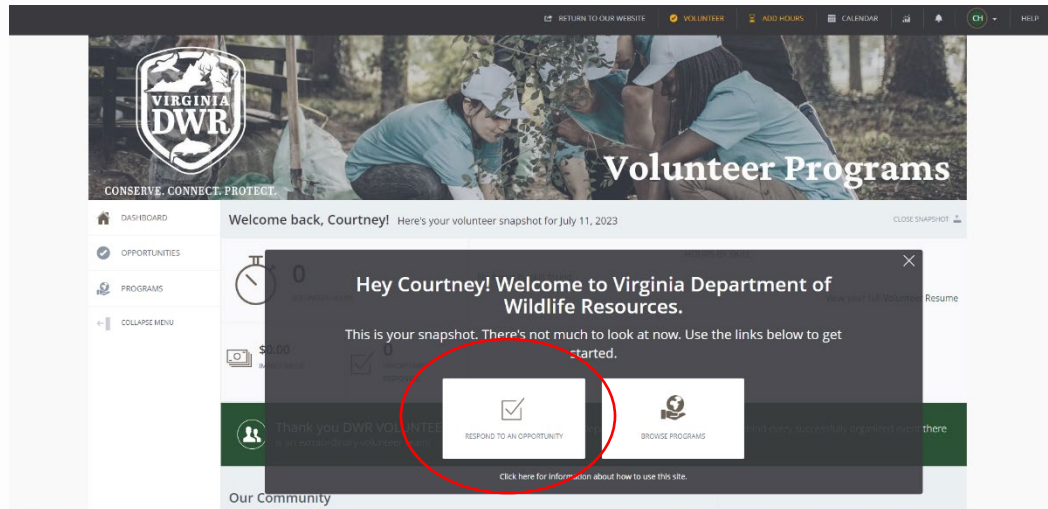
All Virginia Project WILD Facilitators are required to sign up as a DWR Volunteer on the Galaxy Platform– this process requires a criminal background check and also checks for any fishing, hunting, trapping, or boating violations. This background check is paid for by DWR but we do not provide a pre-stamped envelope for you to send the background check to us.

- **Additional Benefits of the DWR Volunteer Program**
 - In addition, this process provides the facilitator with liability insurance and mileage reimbursement when conducting workshops outside of their typical job setting
 - As a DWR Volunteer, you have access to other volunteer events hosted by DWR
 - Your volunteer hours accumulate over time and can earn you rewards at the end of the year.
- **To sign up:** Go to <https://virginia.galaxydigital.com/user/register/> and fill out the information. In addition please follow the directions below for important notes:
 - Choose “Yes” to notifications during this application process, you can always change this once you are fully onboarded.
 - Choose the Skill of “Teacher Education - Must show Project WILD training certificate,” you may also choose additional skills that apply.
 - Sign the “Policy Acknowledgment form” and complete your registration
 - You should see a screen that looks like this:



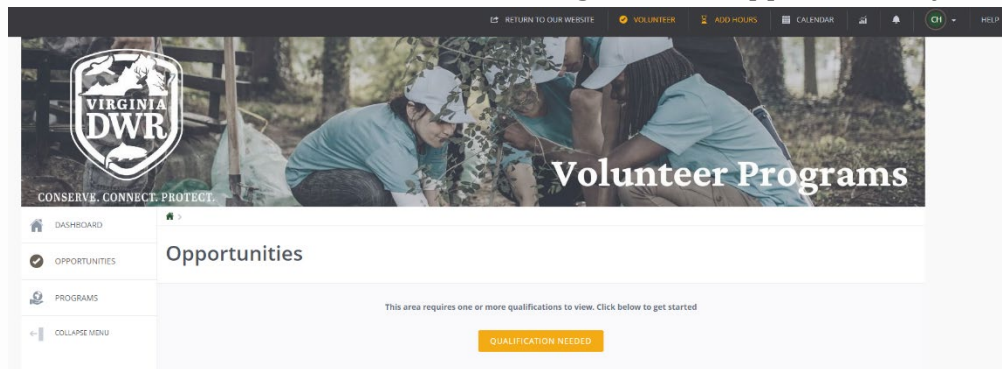
- **Finding and filling out the Background Form**

- On the screen *Choose the "Respond to an Opportunity"*



If you have already clicked out of this screen, then click on the word "Opportunity" on the left

- You will not see any opportunities yet as you have the Background Check qualification that needs to be filled out, so instead of seeing the list of opportunities, you should see:



- Please *click on the "qualifications needed"* (yellow) button
- The box that opens contains the background form that you must print and sign in ink.
 - Click the link (see below) to print the 2 forms.
 - The background check is required. Signed in ink.
 - The W-9 form is so that we can reimburse mileage when you facilitate workshops outside of your job. This form is optional

Submit Qualifications

Provide the needed information to qualify for certain opportunities on this site. If a date is requested, select or enter the date the qualification expires. Once submitted, a qualification is pending until approved by a site manager.

Click the link to print out the background check and W9 forms. All volunteers must pass a background check. The W9 form is for mileage reimbursement. Choose an option from the dropdown list.

Status: Pending

<https://dwr.virginia.gov/wp-content/uploads/media/DWR-Volunteer-Background-Check-W9.pdf>

I will mail the background check and W9 forms.

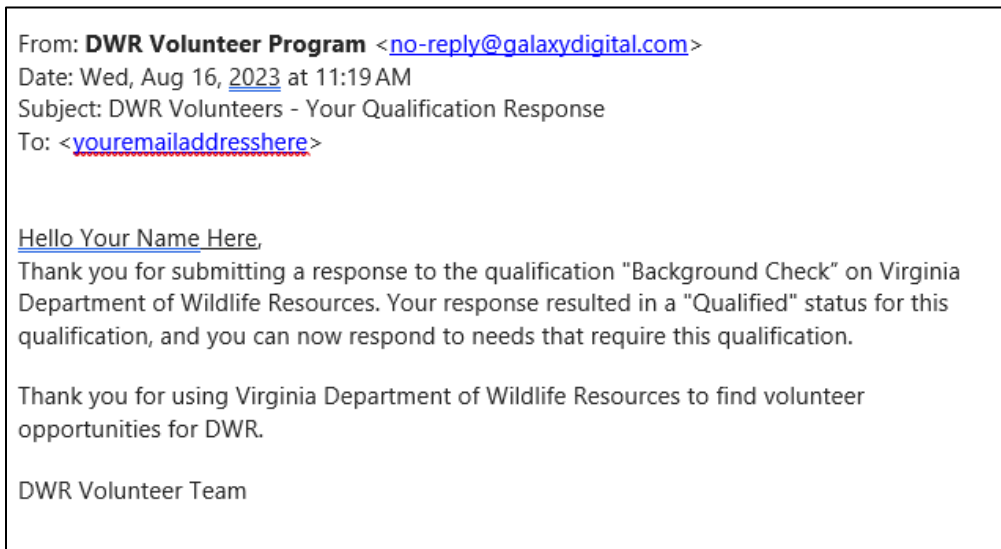
Upload

SUBMIT QUALIFICATIONS

- If you are mailing your form(s): mail to:
 - DWR Volunteer Programs 7870 Villa Park Dr. Suite 400, Henrico, VA 23228
 - Or you can scan the pen signed form(s) and upload it/them using the “upload” button.
- Then click "Submit Qualification" and mail that background form if you did not upload it.
- ***It can take about a month for your background check to be processed.*** You will receive an email from Galaxy (the DWR Volunteer Platform) saying that your Background status is “Qualified” (see photo in Step 3)

➤ **Notification that your Background Check status is “qualified”:**

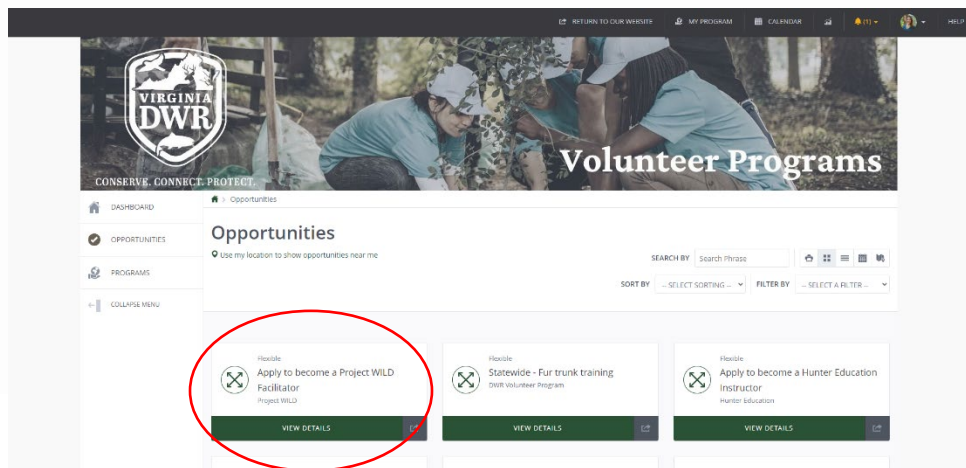
Once your Background Check status has been changed to "Qualified" you should receive an email like the one below



Receiving this email means you can now view and apply for any DWR Volunteer Opportunity

➤ **Applying to the Project WILD Facilitator Program:**

- Log into [Galaxy](#), find and click on “Opportunities” on the left side, your screen should look like this. Scroll until you find the “**Apply to become a Project WILD Facilitator**” opportunity. You can also use the search function on the right side of the screen to find it. Click on the opportunity.



- Once the opportunity is opened, click “Respond” on the right side.
- You will be required to upload your Project WILD Educator workshop training certificate.

➤ **Registering for a Facilitator Training**

- Once your upload has been submitted you will receive emails inviting you to any facilitator workshops that are scheduled.
 - Please note that Facilitator workshops are only held a couple times a year at various locations across the state and will most likely require you to travel and at least a one night stay.
- Your “qualification” for the Project WILD Facilitator Program in Galaxy will stay “pending” until after you have attended facilitator training.

If you have any questions during this process, please reach out to the Virginia Project WILD state coordinator, Courtney Hallacher at courtney.hallacher@dwr.virginia.gov