



## JA Annual Documents to Sign

1. Please click to read the three documents below.

- [Volunteer Conduct Standards](#)
- [JA Digital Media Policy](#)
- [JA Volunteer Media Release & Consent](#)

2. Once you have read the documents above, please follow the steps below to sign electronically.

- a. **Click [here](#) when you are ready to sign the documents.**
- b. Enter your full name and email address and click "Submit" to start the signing process.
- c. Select "Start signing".
- d. Select "Adopt initials".
- e. Indicate your signature style and select "Adopt signature".
- f. Select "Apply initials" three times to initial each section of the document.
- g. Select "Apply signature".
- h. Select "Continue" twice (for the date and name).
- i. Select "Submit" to complete the process.
- j. Optional: You can download the document to keep for your records – you should also receive a confirmation email.

\*If you have questions or concerns in signing this document, please contact the JA office at 605-336-7318 or [jasd@ja.org](mailto:jasd@ja.org).