

## Volunteering at Moss Street Children's Center is a rewarding way to relax, have fun and make a difference in a child's life.

There are several steps to becoming a volunteer, and we will help you through those. The process can take from one week to one month, depending on if you are a US resident (quicker), or not.

- **Volunteer application packet-** Print off the forms and fill them out before bringing them to the Moss Street office, 1685 Moss Street, on east campus (corner of Moss and 17<sup>th</sup> Streets). This packet includes, volunteer application, volunteer duties agreement, emergency info, volunteer conditions agreement, and consent to give reference.
- **Central Background Registry (CBR)** – Everyone who works or volunteers must complete this step before starting at Moss Street. This process takes up to 5 business days if you are a UO resident, and up to 4 weeks if you are from are an international student. At the time that you submit your application we will also have you fill out this form. For US residents, you will need to know your SS# and driver's license number to complete the form. For International students, you will need to bring in your passport at the same time you submit your application packet. We will be notified once your background check has cleared and then we will email you to let you know. In this email, we will also ask you to come in to get on the schedule, and to choose your start date.
- **Decide and commit to a weekly schedule-** We need you to sign up for which days and times you want to volunteer. You will do this in person at the Moss Street front desk. We are open from 7:30am- 5:45pm, Monday thru Friday. We have 8 classrooms that serve children between the ages of 3 months -11 years (5<sup>th</sup> grade). Ahead of time, please choose your preferred age group and decide on some times that you can be available for the rest of the term. Please choose your hours carefully, when and how many a week. Once you commit to these hours you may not be able to change them because we only have one volunteer per classroom at any given time. Our minimum, preferred schedule for a volunteer is twice a week for 2 hours each shift.
- Please let us know if you are volunteering for fun, or for a class requirement. This will help us direct you to the right person to help fill out any paper work you might have for a class.