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 an Oregon 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 17th 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 3-5 business days if you are a resident of Oregon (have lived in Oregon for the past 18 months, straight), and up to 4 weeks if you are from out of state or are an international student. We prefer that you come to Moss Street to complete this application online, so we can pay for it and answer questions about this process.

  However, you can also do this on your own. The link for the CBR (criminal history check) is [https://ssl7.emp.state.or.us/ccd/](https://ssl7.emp.state.or.us/ccd/).

  Indicate that you are associated with a certified child care center, and then it will ask you for our name, address and certification number, which is: Moss Street Children’s Center, 1685 Moss Street, Eugene 97403. Phone number: 541-346-4384. We are a “state certified child care center” and our certification number is: CC501209. At the end of the online application process, there is a $3 dollar payment needed. If you complete the CBR application at our office, we will pay this for you. If you do the CBR application at home, we can reimburse you for the $3 dollar payment if you print out the receipt, showing your payment was made, and submit that to the Moss Street office.

  If you have lived outside of Oregon in the last 18 months you will need to get fingerprints as a second part to completing to the CBR. We have more information about this, that we will share with you at the time you hand-in your volunteer application packet.

- **Decide and commit to a weekly schedule**- We need you to sign up for which days and times you want to volunteer. You 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. 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. You will receive a volunteer handbook to help guide you in your experience here at Moss Street.