



Western Oregon University – The Teaching Research Institute Child Development Center

The Child Development Center is a “place where young children can learn as they play with materials and share experiences with other children and with teachers.” It is also a place where adults learn as they observe children and participate with them.

Thank you for your interest in volunteering to work with us and the families we serve. We look forward to the opportunity to work together striving to honor the values and objectives of our Center. Our ultimate reward is seeing the positive growth in children and families.

How To Become A Volunteer

1. Complete the attached WOU Student Practicum/Volunteer Form in its entirety.
2. Give the completed WOU Student Practicum/Volunteer Form to the Director in Todd Hall Room 119. The director will schedule your volunteer shifts to match your availability with the needs of the center. She will then contact you by phone or email as to what your schedule will be and your official start date.
3. We ask that all volunteers to enroll in the “Criminal History Registry” through the Child Card Division (our state licensing agency). You may register by logging on to www.ChildCareInOregon.org. There is a \$3.00 charge. It will ask for your information as well as our center’s information. Here is the information you will need.
 - We are a *Certified Child Care Center*.
 - The name of our facility is: *Teaching Research Child Development Center*.
 - Our address is: *345 N. Monmouth Ave., Monmouth, Oregon 97361*.
 - Our phone number is: *503-838-8769*.
 - Our child Care Division Facility license Number is: *CC001001*
 - Your employment Position is: *Volunteer*.

Plan to attend our orientation. This orientation is designed to help you learn about our philosophies, goals, procedures and techniques that will enable you to make the most out of your experience here at the Center. Orientations last approximately one hour. Group orientation sessions are held several times a year; please contact us for dates.

If you have any questions, please feel free to contact Ingrid Amerson, CDC Director by phone at 503.838.8769 or email: amersoi@wou.edu



The Teaching Research Institute Child Development Center
WOU Student Practicum and Volunteer Form

Student Name _____

Home _____ Cell _____

E-Mail _____ Date of Birth _____

In case of an emergency Please contact

Name _____ Phone _____

Education Level: Freshman Sophomore Junior Senior

Current Major _____

Will you be using this volunteer experience for a class you are currently taking?

Yes No If yes, please explain the requirements you need/want to fulfill:

Please list experience or classes you have had in early childhood education.

Do you currently hold any of the following? Please check all that apply. You might be asked for verification.

- | | |
|--|------------------------|
| <input type="checkbox"/> <u>Current</u> Food Handlers card | Expiration Date: _____ |
| <input type="checkbox"/> <u>Current</u> First Aid card | Expiration Date: _____ |
| <input type="checkbox"/> <u>Current</u> CPR card | Expiration Date: _____ |
| <input type="checkbox"/> <u>Current</u> C.C. D.'s Criminal History Check | Expiration Date: _____ |

Volunteer Hours

We ask that volunteers commit to 2 hour slots of time totaling 4 hours or more per week. This commitment allows both you and the children we serve to fully benefit from your experience.

Student Name _____

Term _____ Year 2009-2010

Maximum number of hours you want to volunteer weekly: _____

Orientation

I can attend the following orientation time: _____

I am unable to attend at the scheduled times. If another orientation is scheduled _____ time and date would work best for me



Times That I Am Available To Volunteer

☺ Please indicate the times you **are AVAILABLE** with a **X**.

☺ The Director will choose what hours work best for the Center based on your availability and will contact you by phone or email as to what your volunteer schedule will be and start date.

	Monday	Tuesday	Wednesday	Thursday	Friday
7:30-8:00					
8:00-8:30					
8:30-9:00					
9:00-9:30					
9:30-10:00					
10:00-10:30					
10:30-11:00					
11:00-11:30					
11:30-12:00					
12:00-12:30					
12:30-1:00					
1:00-1:30					
1:30-2:00					
2:00-2:30					
2:30-3:00					
3:00-3:30					
3:30-4:00					
4:00-4:30					
4:30-5:00					
5:00-5:30					

Commitment:

Volunteers are viewed as a valuable resource to the Center. They shall be extended the right to be given meaningful assignments, the right to be treated with respect, the right to effective supervision, the right to be involvement and participation and the right to be recognized for their work. In return, volunteers shall agree to actively perform their duties as assigned by the paid staff to the best of their abilities, call the classroom when they are unable to attend at their scheduled time, maintain child confidentiality and to remain loyal to the values, goals and procedures of Teaching Research Child Development Center.

Student Signature _____ Date _____

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