



Catholic Charities

VOLUNTEER ONBOARDING STEPS

Welcome to Catholic Charities of Oregon! We are excited you are joining us.

Depending on your volunteer role, there may be few steps required to get you started. The CCO Volunteer Coordinator and/or Lead that you are working with, can help you identify which of the items below you will need to complete.

#1 - [Volunteer Orientation](#)

#2 - Review the [Volunteer Handbook](#) and return the [Handbook Fillable Signature Page](#) form

#3 - Background Check- this will come as a separate email from Sterling (the company we order background checks through, this expires after 2 years so even if you've already done one, we may have to request another). If the cost of a background check (\$30-\$60) is a barrier, please let us know and we can cover the fee. Please know the link to the background check will expire after 72 hours.

If you are driving:

#4 - Please review the attached [Agency Transportation Policy](#) and return the [Agency Transportation Policy Fillable Signature Page](#) form

#5 - Please send a copy of your driver's license

#6 - Please send proof of insurance with min. levels 100/300/100 (per agency transportation policy)

#7 - Defensive Driving training online (you will get an email from our HR department with this invite)

#8 - Background Check *with* Motor Vehicle Screen- this will come as a separate email from Sterling (the company we order background checks through, this expires after 2 years so even if you've already done one, we may have to request another). If the cost of a background check (\$30-\$60) is a barrier, please let us know and we can cover the fee. Please know the link to the background check will expire after 72 hours.

If you have a Youth Volunteer:

The minimum age to volunteer is 14 years and 17 years for an internship. All minors must be supervised by a parent, guardian, or agent on their behalf (i.e. adult Group Leader) at all times during the volunteer engagement. Minors do not have background checks and require a the written consent of a parent or guardian prior to volunteering by providing a Minor Release Form. The volunteer services assigned to minors should be performed in a non-hazardous environment and should comply with all appropriate requirements of child labor laws. Minors may volunteer alongside their parent, if the parents are cleared to volunteer in that capacity.

#9 - [Minor Release Form](#)

If you are an Intern/Level 2 Volunteer:

#10 - Please review the attached [EEO Policy Fillable Form](#) and return the form

Thank you for offering to share your time and talent with Catholic Charities. We are grateful for you!

Questions? Please reach out to your CCO Volunteer Coordinator and/or Lead, email us at volunteer@ccoregon.org, or call the Volunteer Helpline at 503-688-2536.

Please help us measure the impact you are making- Here is a video on how to track your hours:

<https://youtu.be/Fr5DB76ZBOg>