



INSTRUCTIONS FOR COMPLETING VOLUNTEER-INTERN APPLICATION FORMS

Before you can volunteer or intern, we have a few requirements that must be met.

1. An application must be submitted for a background check. Please complete the enclosed forms.
2. You must watch the Volunteer Orientation video here: <https://youtu.be/mjofycORC4w>. It is about 30 minutes long.

When completing the forms, please be sure that you:

1. Provide the full legal name including **middle name**.
2. Enter the date and time when you watched (instead of attended) the orientation video on the Volunteer Application.
3. Are accurate when entering numbers such as date of birth and social security number (e.g., don't enter the signature date for the birth date or vice versa).
4. Provide **seven years** of address history. If more space is needed, please attach a separate sheet of paper with the additional information and include the name on the additional sheet. The application will be rejected without the full complete seven years of address history.
5. Provide the dates of residency (ex. 08/01/2016 - Present; 07/01/2014 – 07/31/2016, etc.) If a specific date is not known, it is fine to enter the 1st or the 31st.
6. Do not leave any field blank, instead write in "Not Applicable" or with a dash in the field.
7. The authorization does NOT need to be notarized.
8. If you plan to provide transportation to our clients, complete the Insurance Verification Form. Include a **copy of your driver's license and car insurance policy** with the application.

You can email the completed forms to volunteer@uscrinc.org or bring the forms with you when you come to orientation.

Thank you for your interest in being part of the USCRI network of volunteers and interns.

Thuy Dancik

USCRI NC Volunteer Coordinator

volunteer@uscrinc.org