Oregon Office of Student Access & Completion (OSAC)

Volunteer Opportunities at OSAC

Position Description:

More than 15 ,000 applications are processed from January through July. Applications and supplementary materials are received electronically through our website. Some documents may be mailed in and must be scanned and matched with the electronic application files. *(Volunteers will not replace paid staff)*

Duties may include:

- Process, alphabetize, scan, and file documents
- Review transcripts for completeness
- Photocopy applications for selection committees
- Maintain student confidentiality

Qualifications:

- Attention to detail
- Basic keyboarding skills
- Familiarity with MS Word And MS Excel helpful
- OSAC Selection Committee members must have specialized, professional background, such as education, counseling, or financial aid

Time Commitment:

- One time or ongoing during scholarship season
- For review & selection, OSAC prefers 4 to 8 hrs. weekly for at least 6 weeks January to July (Volunteers who offer longer and consistent time, will help OSAC save time in orientation and training for complex tasks)

Benefits:

- Satisfaction of creating opportunities for Oregonians attending college and trade schools
- Congenial work environment

Volunteers are needed for OSAC opportunities: ASPIRE, Scholarship Season, and all year-long

Scholarship Season:
January through July
8:00 a.m. - 5:00 p.m.
Tuesdays through
Fridays
Volunteer opportunities at OSAC are available year round as well, and training is provided. Please come and join us - you'll be making a difference in the lives of students.

Come for a day, a week, a month, or longer - you decide!

To volunteer for the OSAC Scholarship Season, ASPIRE, or other opportunities please indicate area of interest and:

1. Complete a Volunteer Packet (attached)
   a. Application
   b. Records Background Check forms
   c. Confidentiality Agreement
   d. Volunteer calendar

2. Indicate on the attached calendar the approximate times/days of the week you are available, and your preference.

3. Drop off, fax, email or mail to OSAC: the application, signed criminal records check, confidentiality agreements, and calendar.

THANK YOU very much! OSAC offers over 500 scholarships, and we're succeeding year after year in large part due to the generosity of many Oregon donors and the help of volunteers like you!

For more information, contact:

Vickie Potoski, Scholarship Portfolio Coordinator & Volunteer Coordinator (541) 687-7387, vickie.l.potoski@HECC.oregon.gov

Volunteer Application Form

Name:		
Home Phone:	Message Phone:	Work Phone;
Cell Phone:	Can we contact via text messaging?	Best time to contact you?
Mailing Address:	City:	Zip:
Street Address (if different from above):		
E-mail Address:		Date of Birth:
Emergency Contact Person:		Phone:
Alternate Emergency Contact Person:		Phone:
Occupation (current or before retirement)		
Education and Training Background:		
If you have a disability and require accommodations to perform your assignment, please indicate:		
How did you hear about this program?		

Personal References. **Please list complete mailing address with zip code. References should have known you for at least 6 months, not be relatives or live in the same household. Include e-mail address, if available.**		
Name:	Address:	Phone
		E-mail:
Name:	Address:	Phone:
		E-mail:
Name:	Address:	Phone:
		E-mail:

For Office Use Only		**Screening Process**
Criminal Records Check		Date Completed
Required Yes_____ No _____		
Personal References		
1.		
2.		
3.		

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Confidentiality and Document Security, Conflict of Interest

Confidentiality and Document Security

OSAC believes that it is important for selection committee members, volunteers and staff to maintain the confidentiality of private student information. Protecting the privacy of a students' personal information is also required by state and federal regulations.

1. Volunteers will not discuss private student financial or personal information outside of OSAC.

2. Volunteers will not remove paper and/or electronic application materials (ranking report, applications, transcripts, and supplemental materials) from OSAC's offices.

Conflict of Interest

During review and selection, reviewers and committee members must be able to evaluate materials (transcripts and/or OSAC application) fairly and without potential or perceived influence caused by a conflict of interest or even the appearance of a conflict of interest (e.g., when the action of a reviewer/ committee member results in a direct financial benefit to a person closely related to the reviewer/ committee member).

They must evaluate the eligibility of applicants without bias and review transcripts on the basis of elements established during training.

1. Materials must be evaluated based on fair and equitable criteria established prior to the review/ selection.

2. Reviewers/committee members shall not review their own materials, or those of someone close to them.

3. If the reviewer/committee member discovers that the materials being reviewed belong to a family member[1] or close friend, they will declare a conflict of interest and will not continue to review those particular materials.

I certify that I have read and agreed to adhere to the confidentiality, document security and conflict of interest policies described herein.

_____

Printed Name Signature Date

Please Return to: OSAC 1500 Valley River Drive, Suite 100 Eugene, OR 97401 Fax: (541) 687-7414 Phone: (800)452-8807 www.OregonStudentAid.gov

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OSAC Background Check, Authorizations, Publicity Authorization

Background Check Process

Due to the sensitive and confidential nature of the information being handled by OSAC employees, a criminal records background check is conducted for the protection of everyone concerned (at OSAC expense). Information obtained in these reports is only used by the Executive Director's Office and will not be shared with any other agency or person. Volunteers, student interns, temporary employees and work-study students shall follow the same background check requirements as regular OSAC employees.

Authorizations

My signature below certifies that I have read and understand the volunteer position description, confidentiality policy and the criminal records background check process. I agree to the volunteer responsibilities, and that my duty as a volunteer is to abide by the laws and policies regarding preservation of confidential information.

I understand that if a background check is required, OSAC will conduct an Oregon Criminal Records Check Process, unless a National Criminal Records Check Process is necessary (The National Process includes a fingerprint check. I agree to the background check process as previously outlined.

_____

Signature Date

_____

Printed Name Date

OSAC Publicity Authorization

I give permission for OSAC to use my name, photograph, or quotes in any form of publicity for scholarship services. I understand that I may withdraw my consent at any time by submitting a written request to the Scholarship Processing Coordinator.
(This portion of the form is optional and voluntary; you are not required to sign.)

_____

Signature Date

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Volunteer Preferences and Availability

Volunteer Preferences and Availability

Do you prefer to volunteer ONLY during scholarship season? _____
Do you prefer to volunteer less than 20 hours in a six-month period? _____
Would you consider volunteering on a Saturday? _____
Can we contact you during the year for short duration projects? _____
Do you have a preference as to the type of work you will be volunteering for? _____

We ramp up processing in February, and stay very busy through April. Would you consider volunteering regularly during this time? _____

Due to the training time involved during Scholarship Season, it is most helpful to us if you volunteer for a period of time (apx. 4 – 12 weeks), coming in for 2 or more hours per week. Is this something you would consider? _____

Comments:
_____
_____
_____
_____
_____

Use the calendar below to indicate days of the week you are available or prefer to volunteer, Or to note days/times you are unavailable.

Sunday	***Monday***	***Tuesday***	***Wednesday***	***Thursday***	***Friday***	***Saturday***

Return application; signed Confidentiality, Document Security and Conflict of Interest statement; signed Background check Authorization and Publicity Authorization form to: **OSAC via office drop-off, fax, e-mail or mail to: Vickie Potoski, Scholarship Portfolio and Volunteer Coordinator, 1500 Valley River Dr. Eugene, 97401 or fax at (541) 687-7387 or vickie.l.potoski@HECC.oregon.gov**

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Oregon Office of Student Access & Completion
Criminal Record Check

FORM - A

(Please print clearly using blue or black ink)

APPLICANT NAME:

Section 1: To be completed by the Hiring Director, Manager, Supervisor or Designee

1. Hiring Director:	2. Phone: ( ) -

3. Reason for request: ☐ New hire ☐ Current employee ☐ Contractor

☐ Temporary ☐ Intern ☐ Work Study Student ☐ Volunteer

4. Working Job Title:	5. Classification#:	6. Position#:

7. Position requires direct contact with:

☐ Confidential Information ☐ Payroll, budget, and financial information

☐ Information Technology Services ☐ Purchasing

☐ Access to facilities or individuals who are minors (under 18 years), elderly, or disabled

8. Will employee be driving to conduct state business? ☐ Yes ☐ No

9. Confirmation of Subject Individual's Identification:

Type of ID Presented _____ Date: ____/_____/_____

Confirmed by: _____ Date: ____/_____/_____

10. Director's Signature: _____ Date: ____/_____/_____

Last updated: 1/7/2015

Oregon Office of Student Access & Completion
Criminal Record Check

FORM - B

Section 2: To be completed by Subject Individual

(Please print clearly using blue or black ink)

APPLICANT NAME: SSN or INS#: - -

11. List all other names used: _____

12. Birthdate: / / mm dd yyyy

13. Sex: ☐Male ☐Female

14. Street Address:

15. City: 16. State: 17. Zip:

18. Phone: ( ) - 19. Message: ( ) -

20. Driver's License or ID Card Number:

21. Issued in State:

Authorized Designee Use Only

Preliminary Review Completed by (initials): _____ Date: _____/_____/_____

Preliminary Hire Status Allowed: ☐Yes ☐No

Fingerprints Requested: ☐Yes ☐No

Oregon Only LEDS check: ☐Yes ☐No

Preliminary Activities Allowed Pending Final Fitness Determination:

☐May participate in training activities

☐May attend orientation

☐Other:_____

Status:

_____

_____

_____

_____

Last updated: 1/7/2015

22. Have you lived anywhere other than Oregon for 60 or more consecutive days during the last 5 years?

☐No ☐Yes -- If yes, list locations below

23. During the previous five years, have you lived outside of Oregon for 90 or more consecutive days or for more than one academic term or semester as part of a study-abroad program, an academic exchange, extended research project, or a similar program or activity?

☐No ☐Yes -- If yes, list locations below

City	State	From: (Month / Year)	To: (Month / Year)

24. Have you ever been arrested or convicted of a crime? ☐ No ☐ Yes – If yes, list details below.
(If more space is needed please attach separate sheet)

a. Date: ____/____/_____ _____ _____, _____ _____
dd mm yyyy City State and Zip Crime

Details:_____

b. Date: ____/____/_____ _____ _____, _____ _____
dd mm yyyy City State and Zip Crime

Details:_____

c. Date: ____/____/_____ _____ _____, _____ _____
dd mm yyyy City State and Zip Crime

Details:_____

- *I understand that a criminal history check will be completed on me. I certify that the information I have provided is correct and complete.*
- *I understand that if I provide false or incomplete information, I may be denied the position.*
- *I understand a check may be repeated during the time I hold this position.*
- *I understand that I must notify the Authorized Designee if an arrest/conviction for any misdemeanor/felony occurs after I complete this form.*

_____
Printed Name of Subject Individual

_____ ____/____/____
Signature of Subject Individual dd mm yyyy

Instructions for the Subject Individual

Read all instructions before completing these forms

The "Subject Individual" is the person whose criminal history is being checked. The subject individual must complete and sign Section 2.

Listing your social security number (SSN) is necessary for the Agency to complete the criminal records history check. If you do not provide your SSN, your hire status may be in jeopardy. If you do not have a SSN but do have an INS number, write your INS number in Section 2.

Disclose all criminal history. You must accurately and completely disclose all criminal history. This includes all felonies, misdemeanors, probation violations and failures to appear. If you fail to list any part of your history, you may be denied employment. Serious traffic offenses, such as "Reckless Driving," "Driving Under the Influence of Intoxicants" (DUII) and "Driving While Suspended" (DWS) must be listed.

"Failure to Appear," even for a minor traffic violation, must be listed. If you are not sure if something should be listed, you should list it. Be certain to include the date (approximate if necessary) and location (city and state) of each arrest and conviction.

If you have history that you believe is "expunged" or removed from your record, or a crime for which you have been pardoned but you do not have documentation that it was removed, you should list it. A crime is not removed from your record until you complete the formal process to have it removed.

Arrests. In most cases, arrests alone will not result in denial of employment. If, however, you fail to disclose or falsify information about arrests, you may be denied employment.

Violations. Minor traffic violations such as parking tickets, speeding, or failing to stop at a stop sign or red light, need not be listed.

If you have any criminal history, provide the following information in question 24.

- Tell us what happened when you were arrested and/or convicted.
- What did you have to do because of the arrest or conviction? Serve probation? Pay restitution?
- List any treatment, counseling, alcohol or drug rehabilitation, education, and training you have had.
- List employment demonstrating responsible behavior.
- How is your criminal history relevant to your job or position?
- How has your life changed since the criminal event?
- Why do you believe you are no longer a risk to vulnerable people?
- Explain why you believe past criminal behavior is not likely to recur.
- Attach documentation to support the information provided.

Denial. You may be denied employment if you have a potentially disqualifying crime or condition as indicated in OAR 575.007.0280, or if you falsify or fail to disclose requested information. You may be denied employment if you have a probation violation, outstanding warrant, deferred sentence or unresolved arrest. You may be denied employment if you are on probation.

Failure to cooperate. If you do not cooperate with the criminal-history check process, your application may be closed without a fitness determination and you will not have a right to appeal the decision.

Additional Information and Instructions

Authority. The Oregon Office of Student Access & Completion (OSAC) is authorized by state law to screen subject individuals in order to determine if they have a history of criminal behavior such that they are not fit to work or volunteer in positions covered by OAR 575-007-0220 (2)(a)-(n).

Results. Results from this request for criminal history check are sent by the Authorized Designee to the hiring supervisor listed in Section 1 if the background check is approved. If potentially disqualifying crimes are found, the Authorized Designee reviews the results, takes appropriate action, and notifies the subject individual by letter of the results.

Rechecks. The Authorized Designee may repeat this background check process at any time while the subject individual works, resides or otherwise continues in this position. The subject individual must notify the Authorized Designee if he/she is arrested or convicted for any misdemeanor or felony after completing this form.

Sources checked. In doing this check, OSAC may use information from the Driver and Motor Vehicle Division; Department of Corrections; Oregon State Police; Federal Bureau of Investigation; and local, state and federal courts. OSAC may use information from other criminal justice, corrections and law-enforcement agencies, and other state and local government agencies. The OSAC Authorized Designee in Personnel may request fingerprints. In some cases, current and previous employers may be checked.

Challenging the state information. The subject individual may look at the criminal history information (LEDS record) provided by the Oregon State Police. If the subject individual wants to obtain a copy of the record or challenge information in the record, the subject individual must contact the Oregon State Police, (503) 378-3070, extension 330.

Challenging the FBI information. The subject individual may challenge the accuracy and completeness of information in the FBI record if he or she believes it is incorrect. To obtain a copy or challenge the FBI record, the subject individual must contact the Federal Bureau of Investigation for information, (304) 625-3878.

Civil rights. Subject individuals may have rights under Title VII of the Civil Rights Act of 1964. Discrimination by an employer on the basis of arrests alone may violate federal law. Individuals wishing to obtain information regarding civil rights should contact the Oregon Bureau of Labor and Industries, (503) 731-4075, or the U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000.