Recruiting and Training Volunteers for the OSU TOPS Training Program

1. Interested volunteers complete the COM/OHS and OSUMC Adult (18 and over) Volunteer Application.
   a. Page 1 – demographic information, relevant training and areas of interest in which you would like to volunteer (educational coaching, mentoring, etc.)
   b. Page 2 - Read requirements
   c. Page 3 – Sign, print name, date application
   d. Attach your resume with the names, addresses and phone numbers for two references
   e. Attach the days and times that you are available for your weekly service learning. For example: M, W, and F from 10:00 am – 1:00 pm or Tues, Thurs from 3:00 pm – 6:00 pm or Mon evenings 5:00 pm – 8:00 pm.

2. Submit your completed application with your resume to:
   a. Shannon Prince, Program Assistant Phone: 614-685-3185
      Nisonger Center Fax: 614-366-6373
      257 McCampbell Hall Shannon.Prince@osumc.edu
      1581 Dodd Dr.
      Columbus, Ohio 43210

3. Shannon Prince will forward your completed application to HR for a background check. HR will contact you with instructions for completing the background check process. Volunteers will need to comply with OSUMC background check requirements. This process may take 4 – 5 weeks. Please call Shannon Prince if you have not been contacted within 4 weeks of submitting your completed application.

4. Once your background check is cleared, each volunteer will receive a letter with permission to enroll in Disability Studies 5191, dates for the mandatory training and/or instructions to complete the online training. Although all attempts will be made to match you to your preferred volunteer experience, we must assure that educational coaches are assigned as our first priority.

5. Volunteers must register for Disability Studies 5191 for 1, 2 or 3 credits for volunteering either 3, 6 or 9 hours per week. Educational coaches are encouraged to register for a minimum of two credits since attending the class with our TOPS students and completing weekly requirements will take approximately five - six hours per week.