All volunteer hours are set-up online at SignUpGenius.com. There are various opportunities to volunteer for your center, your child’s classroom or the Child Care and Family Resources office. Some of the activities are:

* turning wood chips on the playground
* sweeping sand off of the concrete areas
* cleaning and dusting the center common areas
* watering plants
* laundry
* making playdoh
* cleaning
* teaching about your culture, traditions etc.
* donating recycled items
* sharing your talents with the children
* visiting lactation spaces to check for supplies and cleanliness

VOLUNTEER ACTIVITIES ARE SUBJECT TO CHANGE BASED ON CENTER AND CLASSROOM NEEDS.  If the center or classroom teacher advises you that the volunteer activity you have signed up for is not needed, please call 801-585-5897.

The dates listed are the first day of the week the task is to be completed, ie Monday Oct 2 = task must be completed Oct 2 - Oct 6, Wednesday October 11 = task completed October 11-17.

Laundry is to be picked up on Friday and to be returned the following Monday. Plants are to be watered on a Thursday or Friday.

If you have any questions about the volunteer activities please speak with your center director.

Follow these steps to view the on-line volunteer sign-up for your center.

1. Go to this link [www.signupgenius.com/tabs/53173D802A5C2E5CF9-ccampisscholarshi](http://www.signupgenius.com/tabs/53173D802A5C2E5CF9-ccampisscholarshi)
2. You will be asked to set-up a username and password. You must do this step to view/use the volunteer sign-up. Once you have set-up a username and password, you will not be asked to do so again. Make sure to write your information somewhere in a secure place. You will need this every time you log-in to view the lists. The centers and CCFR do not have access to view usernames and words
3. Once you are logged in, check to make sure that you are on your centers page.
4. At the top of the page you will see multiple tabs. There is a tab for center, CCFR and the individual classrooms. Click on the tabs to see the volunteer opportunities for each classroom, general center and the Child Care and Family Resources (CCFR) office.
5. Choose the activity you would like complete, noting the number of hour(s) you receive for each activity.
6. Click on the “sign up” square next to your chosen volunteer activity. If there is no “sign up” button, all the opportunities for that activity are already taken. You will need to choose another activity.
7. If you have chosen a sign-up in one tab and would like to sign-up for another activity in another tab, you will need to press the “Submit and Sign-up” button at the bottom of the page before you move to the next tab. If you do not press “Submit and Sign-up” your sign-up choices will be lost.

After your volunteer hours are completed, you will need to record them on our Volunteer Completion form. You can find that form here: <https://baselinecampuslabs.com/uou/ccampis> . You can also find this form on the UKids – Presidents Circle website and the Center for Child Care and Family Resources website <https://childcare.utah.edu/finances> .