

Refugee Services of Texas – Volunteer Sign up

Part 1

Navigate to this [Link](#).

1. Click **Volunteer** to the right of the map.
2. Click **Create New Account** on the Volunteer Hub Popup.
3. Fill out the Profile Form. Click **Yes** to consent to a background check.
4. Click "**Continue Creating a New Account**
5. Sign up for and Attend Online Volunteer Orientation and Training: Fort Worth—if there is not one listed that can be attended expeditiously, please email linda@actionai.org. we will arrange a private online training session for you.

Part 2

1. If you arranged a private online training session, email the RST [Volunteer Coordinator](#) (cc linda@actionai.org) to confirm that you completed the training. This is a very important step because Mercy and Grace, the RST Volunteer coordinators must manually submit your information to the background check company. If you do not email her, your background check will not be started.
2. Email [Linda at Action Alliance](#) if you do not receive a volunteer confirmation email from RST within one week of submitting your payment (if you submit via snail mail, you may have a longer wait.)
3. Sign in to your volunteer hub account and complete your profile and initiate your background check.
4. Once the Volunteer Coordinator has received your training completion email (Part 2, step 1), you will be sent a background check invitation link from RST to initiate your background check.

5. ALL volunteers MUST complete a background check. The background check fee is \$10 and can be paid by:

A. Pay the fee online through the RST website by navigating to **Donate** and **SELECT OTHER** for donation and write in \$10, type ***Fort Worth—BACKGROUND CHECK*** into comments section (under Payment Details) **BEFORE** clicking the final **DONATE** button on the form.

B. Mail a \$10 check to RST or \$10 cash with your name and Background Check written in your check memo line or on a note card to: 9241 Lyndon B. Johnson Fwy., Suite 210, Dallas, TX 75243, ATTN: Emily Tetsch.

6. Sign into the Volunteer Hub with your account. Within seven business days you should see service opportunities available in your area. You will also receive emails with more details.