



Volunteer Instructions and Process

Thank you for volunteering for the **Children's Shopping Tour**, hosted by the **Salinas Valley Chamber of Commerce Foundation**. Please follow the steps below to complete your volunteer registration process.

Step 1: Register Online

- Visit salinaschamber.com to register for your **designated volunteer shift** for the Children's Shopping Tour.
 - Once registered, the Chamber will have access to your email address to initiate the background check process (Step 2).
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Step 2: Background Check Email

- After registering through the Chamber website, the Chamber Foundation will have access to your email address to initiate the background check process. **To protect the Security and Privacy of the information, the background checks are conducted through a third-party platform, Checkr, a trusted background check leader.**
- The Chamber Foundation will be conducting background checks bi-weekly on Friday's. You will receive an email invitation from Checkr on a given Friday to complete your background check. Please take it immediately when you receive the email as it will expire in 5 days, or it will have to be reinitiated.
- The official email will come from **support@checkr.com** — please check your inbox and spam folder.
- The platform will ask for the following information:
 - First and Last Name
 - Date of Birth (DOB)
 - Social Security Number (SSN)
- The Background Check and Fingerprinting must be completed a minimum of two weeks before the Children's Shopping Tour, and it takes **less than 2 minutes** to complete.
 - Note: If your current place of employment (for example, a school district, law enforcement agency, or public safety organization) has already completed a Live Scan/ background check as a condition of employment, proof of employment in that field will meet the background check requirement — you do not need to complete an additional Checkr screening. Please let staff know, so it can be documented with your form (Step 3). *(Examples include: Peace Officer ID, Teacher/Admin ID, Healthcare Provider ID)*
 - If you have been Live Scanned independently (not through an employer), you will need to provide proof of your completed Background Check or Live Scan for verification.
 - **Note: the Chamber Foundation is covering the cost of background checks through Checkr, there is no fee for the volunteer.**



Step 3: Complete + Return the Volunteer Form & Get Fingerprinted

Fill out the Children's Shopping Tour Volunteer Form completely.

- Return the completed form to the **Salinas Valley Chamber of Commerce** office:
119 E. Alisal Street, Salinas, CA 93901
 - *Note the Chamber office is open 8:00am-5:00pm with the exception of Chamber events*
- When you drop off your form, Chamber staff will take your **wet fingerprint** directly on the form.
- The form will then be **stamped** for verification.
- You will receive a **photocopy of the stamped form** to bring with you on the day of the event, and the Chamber Foundation will keep the original.

Step 4: Event Day Check-In

- The event will be held on **Saturday, December 12, 2026**, from **7:00 AM to 12:00 Noon** at **Northridge Mall** (near the former Sears and Planet Fitness).
- Arrive at your designated check-in time with:
 - A **valid photo ID**, and
 - Your **photocopy of the stamped volunteer form**. (**Note: the Foundation will have the original on-site**).
- Volunteers will be paired with children and provided with:
 - The child's "needs list,"
 - Shopping funds via a Gift Card, and
 - Store discount information.
- (Please note, no walk-in volunteers will be accepted for the safety of the children).

Step 5: Make a Difference!

Help your assigned child shop for new clothing. For many, this is their first experience shopping for new clothes — your time and kindness will help create lasting holiday memories.
