



The Red Cross of Chicago is looking for volunteer translators to help Haitians arriving in Chicago. If you speak French and are interesting in helping out, follow the instructions below.

We are currently **staffing translators** for evening and daytime shifts beginning Wednesday, January 27th. We anticipate flights continuing through the next several weeks, but are staffing on a week to week basis.

As you can imagine, we need many, many volunteers to make this a successful operation. In order to ensure we have appropriate number of staff, all volunteers will need to sign up for shifts. Also, in order to ensure we are following proper protocol, all volunteers are being asked to complete a background check. If you haven't already done so, please do this now by following the instructions below.

We're currently scheduling on a week - week basis. If you're available to work in the evening (approx. 6:30-midnight) or daytime (anytime between 6am – 6pm) from January 27th - February 3rd, please **send us your information via email to Melissa Cooper, Senior Manager, People Resources (cooperm@usa.redcross.org) with your first and last name, cell phone number, the dates and shifts you're available.** Once we receive your availability, you will be assigned and will receive confirmation via email. Due to the high call volume, scheduling will be done via email and we ask that you check your email frequently in order to keep up to date with changes that may occur.

Please keep in mind, this is a very fluid situation and information may change with little notice. We will do our best to keep you informed of any changes as soon as we receive them. We appreciate your support and patience during this large relief effort.

We really appreciate your willingness to help!

BACKGROUND CHECK INSTRUCTIONS

In order to be eligible to participate, you will need to complete an on-line background check. You will need to have your **social security or visa number ready, along with a government issued ID such as a driver's license.** Follow the directions below.

Please go to: <https://www.mybackgroundcheck.com/order/ArcVts/>

- Click Request a Background Check
- Click Illinois on the map
- Then choose - ARC of Greater Chicago
- Click Get Started
- I am a candidate to volunteer
- Then complete the forms from there, making sure to complete all areas that have an asterisk (*) next to them.

- Volunteers will be contacted for scheduling after receipt of the results, which typically takes 24-72 hours.

Please visit <http://www.redcross.org/> for more information on how to help Haiti relief efforts.