



A Not-For-Profit Corporation

Binghamton University
Campus Pre-School
Binghamton, NY 13902
Phone: (607) 777-2695
Fax: (607) 777-4951

Intern and Volunteer Application Process

Campus Preschool is glad to welcome interns and volunteers to our organization. Internship experiences are completed at Campus Pre-School by registering for coursework requiring internship and allowing Campus Pre-School as a placement. These are typically offered during the fall and spring semesters. Please note that for Fall 2019 Campus Pre-School is not available for internship experience.

Individuals can volunteer at Campus Pre-School on their own or for registered coursework. Volunteers are welcome during the spring semester and are limited in the fall. Please reach out to Administrative Assistant Kristina MacDonald at presch@binghamton.edu to indicate your interest.

Please note that the following paperwork, which can be found in the Documents and Forms section on <https://www.binghamton.edu/campus-pre-school/volunteer.html>, must be completed in its entirety prior to starting your intern or volunteer experience:

1. Campus Pre-School Employment Application
2. Campus Pre-School
3. Schedule of Availability
4. NYS OCFS Medical Statement with Mantoux Test Results
CPS requires the use of the NYS OCFS Medical Statement form. The medical examination date must be within one year of the intern or volunteer start date.
5. NYS OCFS State Central Register Clearance Database Check (Volunteers ONLY)
6. NYS OCFS Request for Staff Exclusion List check
7. NYS OCFS Criminal Conviction Statement
8. NYS OCFS Foundations in Health and Safety e-Learning Course

A NYS OCFS Request for Fingerprinting Services is also required and will be sent in response to your interest email. The fingerprinting request form will be used to schedule a fingerprinting appointment prior to your intern or volunteer start date.

Completed Paperwork can be emailed to presch@binghamton.edu or brought to the Campus Pre-School office. Upon completion of all paperwork, interns and volunteers will receive an invitation to an orientation and be scheduled for their volunteer or internship experience. Please read the CPS Intern and Student Volunteer Handbook and Sexual Harassment Policy before you come to orientation.

Your questions are welcome at any time!