

Associated Agency Volunteer Tracking Procedures

Key:

Volunteer Coordinator Responsibility JVC Staff Responsibility Associated HR Responsibility

General Volunteer Information:

I. For Current/Existing Volunteers

- a. Agency submits list of current active volunteers and their roles to JVC (volunteerHR@associated.org)
 - i. JVC enters/updates volunteer information into database

II. For New Volunteers

- a. Volunteer completes **Associated System Core Volunteer Application** and relevant supplement.
- b. Agency interviews volunteer, and if “accepting” the volunteer, has volunteer complete **Statement of Understanding** and relevant screening outlined below.
- c. Agency scans and sends completed application and statement of understanding to JVC (volunteerHR@associated.org) with volunteer job assignment
 - i. JVC enters volunteer information into database

III. Quarterly Updates:

- a. JVC will calendar Agency volunteer coordinators to send updated lists of active volunteers quarterly.
- b. JVC will change information in database (e.g.- changing positions or moving volunteers to inactive).
- c. JVC will send Agency list of volunteers needing to be re-screened in the upcoming quarter.

Volunteer Screening:

I. Tier 2a: Ongoing volunteers with adult client contact only or with no direct client contact:

- a. **First Screening:** Agency submits volunteer information to POE Knows to complete background check (online or through paper form).
 - i. If ALL CLEAR: Agency, JVC, and Associated HR receive notification of completed check
 1. JVC notes date of background check (and re-check date) in database
 - ii. If FLAGGED: Agency is notified to contact Associated HR to discuss options for volunteer
- b. **Re-Screening: 2 years from date of Background Check:** Agency Resubmits volunteer information to POE Knows- same process described above is followed. (JVC Staff will send reminders)

II. Tier 2b: Ongoing volunteers with adult client contact only whose roles include driving clients.

a. First Screening:

- i. **Background Check:** Agency Submits volunteer information to POE Knows to complete background check and MVA check (online or through paper form)
 1. If ALL CLEAR: Agency, JVC, and Associated HR receive notification of completed background and MVA check
 - a. JVC notes date of background and MVA check (and re-check date) in database.
 - b. Agency reviews MVA check to make sure they are qualified to volunteer according to **Conditions for Volunteer Drivers**
 2. If FLAGGED: Agency is notified to contact Associated HR to discuss options for volunteer
- ii. **Additional Driving Record/Information:**

1. Volunteer reviews **Conditions for Volunteer Drivers** and completes bottom of the form.
 - a. Agency scans and sends form to JVC (volunteerHR@associated.org)
 - b. JVC puts license and insurance information into database
2. Agency gets a copy of volunteer license and insurance card to keep on file.

b. Re-screening: (JVC Staff will send reminders)

- i. **Background Check:** 2 years from date of first screening. Agency re-submits volunteer information to POE Knows- same process described above.
- ii. **Driving Record/Information:**
 1. MVA Check: 1 year from date of first screening. Agency re-submits volunteer information to POE Knows- same process described above (only select MVA check)

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2. Agency asks volunteers to re-submit copies of license and insurance annually to keep on file.
 - a. Agency updates JVC with any changes
 - i. JVC updates license and insurance information in database

III. Tier 3a Volunteers: Ongoing volunteers with contact with youth:

- a. **First Screening:** Agency provides volunteer with information about Fingerprinting. Volunteer will pay for fingerprinting up front and will be reimbursed by agency. (“Volunteer Fingerprinting Process” and “LiveScan Pre-Registration App”)
 - i. If ALL CLEAR: Associated HR receives notification of completed fingerprinting and notifies agency and JVC.
 1. JVC notes date of fingerprinting in database
 - ii. If FLAGGED: Associated HR will contact Agency to discuss options for volunteer.
- b. **Re-screening:** None. Associated HR will be notified if volunteer is convicted of any crime.

IV. Tier 3b Volunteers: Ongoing volunteers with contact with youth whose roles include driving clients.

- a. **First Screening:**
 - i. **Fingerprinting:** Agency provides volunteer with information about Fingerprinting. Volunteer will pay for fingerprinting up front and will be reimbursed by agency. (“Volunteer Fingerprinting Process” and “LiveScan Pre-Registration App”)
 1. If ALL CLEAR: Associated HR receives notification of completed fingerprinting and notifies agency and JVC.
 - a. JVC notes date of fingerprinting in database
 2. If FLAGGED: Associated HR will contact Agency to discuss options for volunteer.
 - ii. **Driving Record/Information:**
 1. Agency Submits volunteer information to POE Knows to complete MVA check ONLY (online or through paper form)
 - a. Agency, JVC, and Associated HR receive notification of completed MVA check
 - b. Agency reviews MVA check to make sure they are qualified to volunteer according to **Conditions for Volunteer Drivers**
 - c. JVC notes date MVA check (and re-check date) in database.
 2. Volunteer reviews **Conditions for Volunteer Drivers** and completes bottom of the form.
 - a. Agency scans and sends form to JVC (volunteerHR@associated.org)
 - i. JVC puts license and insurance information into database
 3. Agency gets a copy of volunteer license and insurance card to keep on file
- b. **Re-screening:**
 - i. **Fingerprinting:** None. Associated HR will be notified if volunteer is convicted of any crime
 - ii. **Driving Record/Information:** (JVC Staff will send reminders)
 1. MVA Check: 1 year from date of first screening. Agency re-submits volunteer information to POE Knows- same process described above is followed (only select MVA check)
 2. Agency asks volunteers to re-submit copies of license and insurance annually to keep on file.
 - a. Agency updates JVC with any changes
 - i. JVC puts license and insurance information into database