

**Volunteer Application and Screening:  
Volunteers Working with Adults or Without Direct Client Contact**

**1. Application:**

- 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](mailto:volunteerHR@associated.org)) with volunteer job assignment

**2. Screening- Non-Drivers**

- a. 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
  - 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. Follow process above.

**3. Screening- Drivers:**

- a. **Background/MVA Check:** Agency Submits volunteer information to POE Knows to complete background check and MVA check (online or through paper form).
  - i. If ALL CLEAR: Agency, JVC, and Associated HR receive notification of completed background and MVA check
    1. Agency reviews MVA check to make sure they are qualified to volunteer according to **Conditions for Volunteer Drivers**
  - ii. If FLAGGED: Agency is notified to contact Associated HR to discuss options for volunteer
- b. Volunteer reviews **Conditions for Volunteer Drivers** and completes bottom of the form.
  - i. Agency scans and sends form to JVC ([volunteerHR@associated.org](mailto:volunteerHR@associated.org))
- c. Agency gets a **copy of volunteer license and insurance card** to keep on file.
- d. **Re-screening:**
  - i. **Background Check:** 2 years from date of first screening. Follow process above.
  - ii. **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)
  - iii. **Documents:** Agency asks volunteers to re-submit copies of insurance annually to keep on file.
    1. Agency updates JVC with any changes