

Volunteer Application and Screening: Volunteers Working with Youth

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) with volunteer job assignment

2. Screening

- a. 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.
 - 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.

3. Additional Screening for Drivers:

- a. **MVA Check:** Agency Submits volunteer information to POE Knows to complete **MVA check only** (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)
- c. Agency gets a **copy of volunteer license and insurance card** to keep on file.
- d. **Re-screening:**
 - i. **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)
 - ii. **Documents:** Agency asks volunteers to re-submit copies of insurance annually to keep on file.
 1. Agency updates JVC with any changes