



VOLUNTEER PROCEDURE

Individuals from the community at large who would like to volunteer, or who are required to perform community service due to police involvement, will be sent to Volunteer Services. The volunteer will fill out all paper work listed below and will be placed with an agency program upon completion of all required checks. The supervisor of the program site where the volunteer is to be placed will be notified of the completion of the paperwork.

- Volunteer Application
- Agency confidentiality agreement
- Non-employment agreement
- CPS/APS background check

If an individual wants to volunteer at a specific site; and/or is fulfilling requirements from an instructor either from the public school, or lower level college courses only the forms listed below are required. This may include, but is not limited to, students in the area of nursing, social work, community and family development, nutrition, political science, or religion. Other individuals included would be experience works and contract labor. Head Start will run individuals (including parents and guardians) volunteering regularly in any capacity in the classroom.

- Agency confidentiality agreement
- Non-employment agreement
- CPS/APS background check (Only required if individual is 18 or older)

Students who are work study or a 400 level intern will undergo the same background check as an employee. Human Resources will collect information for a criminal back ground check. They will also need to complete:

- General Information Form
- Agency confidentiality agreement
- Non-employment agreement
- Criminal Background Check

- CPS/APS Background Check

Volunteer procedures may be equal to each programs requirement level or higher to meet Mid's procedural level. This will include: Health, WIC, Weatherization, Community Services, Senior Centers, Transportation, CFSP, Head Start, Volunteer Services and Microenterprises.

All volunteer forms are located on the F Drive, under shared admin, in the volunteer packet folder; or individual documents maybe printed as needed. If you do not have access the F drive the forms will be e-mailed to your facility.

A time sheet is included in the packet for your convenience, but is not the required format. Each program is responsible for recording and reporting their volunteer hours.

Once information is collected on the individual the file will remain in the department that they are volunteering in during the time of their volunteer service. If they complete service and aren't expected to return please route file to Human Resources. Head Start will follow their maintenance and disposal of file protocol.