

## **Regular Volunteer Placement Protocol**

### **TANF** (OJT / Community Service) / RSVP / Community Volunteer

1. Volunteer Job Application - SCCD, Inc. website (Family Community Engagement Forms);
2. Department of Labor Contract – (Approved by Director);
3. Volunteer Registration Form - (Standards of Conduct/Confidentiality) SCCD, Inc. website (Family Community Engagement Forms);
4. Statement of Declaration - (Agency HR form Criminal History);
5. Permission to Screen for Child Abuse & Neglect - (State form) Available through Fiscal/HR office;
6. DCI/FBI Fingerprint background screening through Dept. of Labor and sex offender central registry checks through Fiscal/HR Office);
7. DSS Child Abuse & Neglect background screening results;
8. Tb Screening & results - (Agency will reimburse cost).

### **\*Parents**

1. Volunteer Job Application - SCCD, Inc. website (Family Community Engagement Forms);
2. Volunteer Registration Form - (Standards of Conduct/Confidentiality) SCCD, Inc. website (Family Community Engagement Forms);
3. Statement of Declaration - (Agency HR form Criminal History);
4. Permission to Screen for Child Abuse & Neglect - (State form) available through fiscal/HR office (16 or more hours per month);
5. Tb Screening & results - (agency will reimburse cost) (16 or more hours per month);
6. DSS Child Abuse & Neglect background screening results (16 or more hours per month).
7. \*Parents who volunteer as part of PALS (home base socialization) or at combination/center sites less than 16 hours per month will not be required to complete the Tb and DSS child abuse and neglect background screenings.

\*Volunteers are not to be unsupervised and alone with children.

\* Regular volunteers who work more than 16 hours per month will also be required to have a DCI & FBI finger printed background check. (Forms available through fiscal/HR office), and sex offender central registry check done by Fiscal/HR Office.