

Regular Volunteer Placement Protocol

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

1. Volunteer Job Application (2 page) Parent & Volunteer Handbook and SCCD, Inc. website (Family Community Partnership Forms);
2. Department of Labor/RSVP Contract (Approved by Director);
3. Volunteer Registration Form (Standards of Conduct/Confidentiality) SCCD, Inc. website (Family Community Partnership Forms);
4. Home Base Socialization/Center Volunteer Form; SCCD, Inc. website (Family Community Partnership Forms);
5. Statement of Declaration (Agency HR form Criminal History);
6. Permission to Screen for Child Abuse & Neglect (State form) Available through fiscal/HR office;
7. Tb Screening & results (Agency will reimburse cost);
8. DSS Child Abuse & Neglect background screening results.

***Parents**

1. Volunteer Job Application (2 page) Parent & Volunteer Handbook and SCCD, Inc. website (Family Community Partnership Forms);
2. Volunteer Registration Form (Standards of Conduct/Confidentiality) SCCD, Inc. website (Family Community Partnership Forms);
3. Home Base Socialization/Center Volunteer Form SCCD, Inc. website (Family Community Partnership 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 (16 or more hours per month);
6. Tb Screening & results (agency will reimburse cost) (16 or more hours per month);
7. DSS Child Abuse & Neglect background screening results (16 or more hours per month).
8. *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 finger printed background check. (Forms available through fiscal/HR office).