

	<p>Program Policy and Procedure Manual</p>	<p>Section  Volunteers</p>
<p>Policy  IX. 2</p>	<p><b>Volunteer Files</b></p>	<p>Created: 11/19/15</p>

**Policy:** Volunteers will complete all required paperwork which will be maintained and updated by the Volunteer Coordinator (or other appropriate person).

**Purpose:** VSC will maintain all paperwork to be in compliance with agency funders including FCASV. VSC will keep all records up-to-date and will ensure volunteers have a clear understanding of their roles and responsibilities.

**Procedure:**

1. The Volunteer Release Form and Application will be available on the website as well as provided to volunteers at the volunteer orientation.
2. An electronic copy of the volunteer release form, application, and background check (if applicable) will be added to the volunteer profile after being completed.
3. All volunteers who wish to volunteer in a direct service capacity for more than 10 hours a month will be required to complete a Level 2 (\$60.00 fee) background screening.
4. Original copies of volunteer release form, volunteer application, and background will be kept in the physical volunteer folder which will be locked and only accessible to the Executive Director, Volunteer Coordinator, and the Marketing & Communications Director.
5. The volunteer's Social Security Number and Year of Birth should not be included in the Volunteer File.
6. Documents to be included in the Volunteer File are: Volunteer Application, Volunteer Release Form, Background Check results, Resume, and any other pertinent documentation.
7. Volunteer Coordinator will review volunteer files on a quarterly basis to ensure they are up-to-date and meet all FCASV regulations.
8. If a volunteer requests to see their file, the Volunteer & Events Coordinator will arrange a time to review it with the volunteer.