



Series: 1400 Outreach

Policy Name: TRAINING OF VOLUNTEERS

Policy Number: 1401

Origination Date: 11/01/13

UPDATED: 3/20/2023

References:

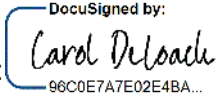
1. **Policy:** It is the policy of Communities Connected for Kids that all volunteers receive the appropriate training before participating in any volunteer activity.
2. **Purpose:** To ensure that volunteers are properly trained.
3. **Scope:** The policies and procedures described in this plan apply to all Communities Connected for Kids offices.
4. **Procedures:** The following procedures are to be followed by the agency:

Training/orientation

- a. The recruitment, selection, assignment, training, supervision, evaluation and recognition of volunteers, or for the supervision of those whom such responsibilities have been delegated, will be conducted in accordance with Communities Connected for Kids standards, COA standards and contract requirements. Volunteers may be used in direct service, advocacy, fund-raising and/or administrative activities. Organization policies regarding the use of volunteers as well as the role and responsibilities of volunteer positions are outlined in the Communities Connected for Kids Volunteer Handbook. All volunteers shall receive a handbook upon selection into the volunteer program.
 - b. Level 2 volunteers will attend one volunteer orientation training within 3 months of beginning volunteer activity. This training will be the responsibility of the Community Relations department. A special condensed training may be arranged in some cases to accommodate students and other individuals who are unable to make the regularly scheduled trainings. The exception to this is the Board of Directors, members of which receive training through a special on-boarding process.
 - c. The training will include, at a minimum, the following items:
 - Agency overview
 - Review of volunteer handbook
 - Review of required documents
 - Distribution of required documents
 - Signature of required documents, as applicable
 - d. Volunteers must complete the screening process as outlined in POLICY No. 1402 before volunteer activity can begin.
5. **Dissemination:** A copy of this plan will be posted on the agency's Internet website and internal Intranet for all employees to view.



6. **Revisions:** This plan will be updated as needed but at least annually.

Approved:  _____
Carol A. Deloach, CEO