



Series: 1400 Outreach

Policy Name: ORGANIZATION OF VOLUNTEER FILES/RECORDS

Policy Number: 1402

Origination Date: 11/01/13

Revision Date: 3/20/2023

References:

1. **Policy:** Volunteers will be screened per F.S. 39.001. Volunteers assisting on an intermittent basis for less than 10 hours per month need not be screened if always in the line of sight of a person who has been screened. Intern files shall be maintained through the Training Department per Communities Connected for Kids Policy 505.
2. **Purpose:** To ensure that volunteer files and records are properly maintained.
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:

The Volunteer File:

1. Level 2 Volunteer

- a. A Level 2 volunteer is defined as follows: A volunteer or unpaid intern who may be in direct and/or unsupervised contact with clients. The volunteer is a regular, on-going volunteer who can serve with or without direct supervision by paid staff or who serves 10 or more hours per month.
- b. The following items will be retained, at a minimum, in a Level 2 Volunteer file:
 - Volunteer application
 - Signed volunteer job description
 - Volunteer performance evaluation (following 12 months of service)
 - Copy of Drivers License/Photo ID
 - Emergency Contact Information
 - Receipt of Volunteer Handbook/Orientation
 - Volunteer Confidentiality Statement
 - Arrest Reporting Agreement
 - Affidavit of Good Moral Character
 - Copy of fingerprint cards and FDLE request for background screening
 - Background screening results
- c. Certain volunteers may be required to provide a copy of their insurance coverage and/or HIPPA/Computer Security Training.

2. Level 1 Volunteer

- a. A Level 1 volunteer is defined as follows: A volunteer who is used less than 10 hours per month but on a regular basis. This volunteer has no unsupervised interaction with clients.



b. The following items will be retained, at a minimum, in a Level 1 Volunteer file:

- Volunteer Application
- Confidentiality statement
- Receipt of Volunteer Handbook/Orientation

c. The Community Relations Department will handle the organization and maintenance of all Volunteer files. Level 1 volunteer files may be maintained electronically.

3. Episodic Volunteer

- a. An episodic volunteer is one who is used infrequently and less than 10 hours in a month, or who volunteers for one-time events. This volunteer has no unsupervised interaction with clients.
- b. Hours served by episodic volunteers, and volunteer contact information, should be recorded in a database for reporting purposes but no file is required to be maintained for an episodic volunteer.

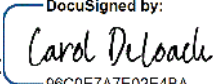
5. **Training:** Volunteer orientation and training will be offered as needed by the Communities Connected for Kids Community Relations Department.

6. **Dissemination:** A copy of this plan will be posted on the agency's Internet website and internal Intranet for all employees to view.

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

8. **Active vs. Inactive Volunteers**

- a. Volunteers will be considered active if they have participated in at least one activity during a 12-month period.
- b. Volunteers who have not participated at least once in a 12-month period will be recorded and filed as inactive following his or her 12-month evaluation. The files of inactive volunteers will be maintained by Communities Connected for Kids but kept separate from those of active volunteers.

Approved: 
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Carol A. Deloach, CEO