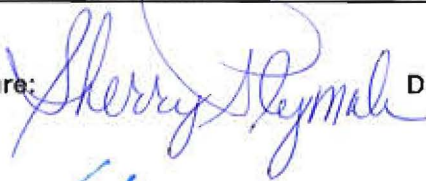
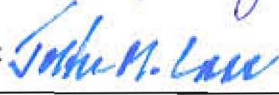


**THE YMCA OF THE TREASURE COAST  
POLICY AND PROCEDURE**

<b>Subject: Volunteer Background Investigations / Recorded Hours Policy</b>	
<b>Policy/Procedure No:</b>	
<b>Adoption Date: April 16, 2001</b>	<b>Revision Date: March 28, 2005</b>
<b>Board of Directors Policy Approval:</b>	
Sherry Plymale, Board Chair	Signature:  Date: 3.28.05
<b>Administrative Procedure Approval:</b>	
John M. Lass, President/CEO	Signature:  Date: 3/28/05
<b>Distribution:</b>	All Personnel Policy/Procedure Manual
<b>Policies Superseded: This policy supersedes the volunteer portions of Background Investigations Policy – April 16, 2001, and Community Service Volunteer Policy – August 12, 2002.</b>	

**1.0 PURPOSE**

The purpose of this policy is to establish guidelines for Volunteer applicants relative to background investigations. To ensure that Volunteers are properly processed, recorded and approved.

**2.0 GENERAL POLICY**

Volunteers are classified as Court Ordered Community Service Volunteers, Program / Membership Volunteers, Parent Volunteers, Fundraising / Policy Volunteers and Loaned / Other Agency Volunteers. Volunteers are required to meet the specific requirements relative to character and behavior. Individuals who wish to volunteer with the YMCA will be approved to volunteer once all the policy requirements are met. Investigations may include, but are not limited to the following:

- Criminal Records check in all counties of residence for the last seven (7) years.
- Extended search of County Criminal Records for an additional 3-7 years.
- Local county criminal records check.
- Statewide criminal records check through FDLE (Florida Department of Law Enforcement), crosschecked against the FDLE list of known sex offenders and pedophiles.
- Fingerprinting.
- Determination of convictions.
- Inquiries with past employers and/or personal references.
- Motor Vehicle Records report (MVR).
- Drug Screening.

**3.0 PROCEDURE**

**A. Court – Ordered Community Service Volunteers**

Court – Ordered Community Service Volunteers are individuals who have been sentenced to complete community service due to a criminal offense. These volunteers must be approved prior to commencing any work. The Court – Ordered Community Service packet contains all of the necessary paperwork and can be obtained from the Welcome Center at each branch.

1. Request for Court – Ordered Community Service form must be thoroughly completed, including the reason why community service has been ordered.
2. Volunteer Application must be completed.

3. Volunteer is required to read and sign the Volunteer Code of Conduct.
4. A \$50.00 background check fee is due at the time the application is submitted.
5. The following forms are to be turned into the Volunteer Coordinator:
  - Volunteer Application
  - Request for Court – Ordered Community Service
  - Volunteer Code of Conduct
  - Receipt reflecting payment of background check fee
6. The Volunteer Coordinator will conduct the investigation and forward the results of the investigation to the Program Director or assigned supervisor of the volunteer if the investigation results in an acceptable record.
7. If the investigation turns up any cause for questioning approval, the Volunteer Coordinator will inform the Vice President of Operations. The Vice President of Operations will make a recommendation to the President / CEO. The final decision for approval will be made by the President / CEO.
8. If the volunteer is not approved, the Volunteer Coordinator will notify the volunteer applicant of the decision.
9. COURT ORDERED COMMUNITY SERVICE VOLUNTEERS ARE NOT PERMITTED TO COMMENCE VOLUNTEER ACTIVITY UNTIL THE VOLUNTEER COORDINATOR NOTIFIES THE PROGRAM DIRECTOR OR ASSIGNED SUPERVISOR WITH APPROVAL.
10. Once approval has been received, the Program Director or supervisor is responsible for contacting the volunteer.
11. The volunteer must be supplied with a job description, contact information and picture ID and/or photo captured through MemberST (if applicable). Critical policies and procedures will be trained.
12. The Program Director or supervisor is responsible for verifying the hours worked and reporting the numbers to Volunteer Coordinator at the beginning of every month.
13. The Volunteer Coordinator will maintain all volunteer processing information for a minimum of three (3) years.
14. Background investigations must be conducted annually on returning volunteers.

B. Program / Membership Volunteers

Individuals interested in offering their time to the YMCA in the areas of program and/or membership services, must be approved as outlined below. The Volunteer packet contains all the necessary paperwork and can be obtained from the Welcome Center at each branch.

1. The Volunteer Application must be completed in its entirety.
  - For volunteers under the age of 18, the parent/guardian and the child are both required to sign the application.
2. Volunteers are required to read and sign the Volunteer Code of Conduct.
3. The following forms must be turned into the Volunteer Coordinator:
  - Volunteer Application
  - Volunteer Code of Conduct

4. The Volunteer Coordinator will conduct the investigation and forward the results of the investigation to the Program Director or assigned supervisor of the volunteer if the investigation results in an acceptable record.
5. If the investigation turns up any cause for questioning approval, the Volunteer Coordinator will inform the Vice President of Operations. The Vice President of Operations will make a recommendation to the President / CEO. The final decision for approval will be made by the President / CEO.
6. If the volunteer is not approved, the Volunteer Coordinator will notify the Program Director or assigned supervisor and coordinate the communication of the rendered decision to the volunteer applicant.
7. PROGRAM AND/OR MEMBERSHIP SERVICE VOLUNTEERS ARE NOT PERMITTED TO COMMENCE VOLUNTEER ACTIVITY UNTIL THE VOLUNTEER COORDINATOR NOTIFIES THE PROGRAM DIRECTOR OR SUPERVISOR WITH APPROVAL.

**CONDITIONAL APPROVAL:** The Volunteer Coordinator may grant a conditional approval on a program and/or membership service volunteer age eighteen (18) or older once a completed application is received, a copy of their Florida driver's license or State ID is received, a check of the FDLE web site is conducted, and no matches are found. At least one of the two criteria must be met in order to apply for a conditional approval:

- a. The applicant has volunteered in the past two years with approval from our YMCA.
  - b. The applicant has resided in the state of Florida for a minimum of six (6) months.
8. Once approval has been received, the Program Director or supervisor is responsible for contacting the volunteer.
  9. The volunteer must be supplied with a job description, contact information and picture ID and/or photo captured within MemberST (if applicable). Critical policies and procedures will be trained.
  10. The Program Director or supervisor is responsible for verifying the hours worked and reporting the numbers to the Volunteer Coordinator at the beginning of every month.
  11. The Volunteer Coordinator will maintain all volunteer processing information for a minimum of three (3) years.
  12. Background investigations must be conducted annually on returning volunteers.

C. Parent Volunteers

1. Childcare Parents

Parents/Guardians of children enrolled in our childcare programs will (on rare occasion) be asked to participate in an activity/special event involving their child. These types of encounters are not considered volunteering. If a Program Director or supervisor requests a Parent/Guardian to assist in a manner consistent with volunteering services, they are required to follow the same procedures as outlined in Section "B" for Program and Member Volunteers.

2. Adventure Guide Parents

Parents/Guardians of children enrolled in our Adventure Guides program (Parent/Child) can provide volunteer leadership to a group of parent and child pairs. At a minimum, the YMCA will conduct a check of the FDLE web site annually on all parents participating in the program.



D. Fundraising Volunteers

The YMCA reserves the right to conduct background checks on fundraising volunteers as it deems necessary by the CEO/President of the YMCA of the Treasure Coast.

E. Policy Volunteers

Board and Branch Advisory Committee Members will follow the same procedures as outlined in Section "B" for Program and Member Volunteers.

F. Loaned / Other Agency Volunteers

Volunteers from other organizations or agencies that are loaned/assigned to conduct work on YMCA property or in the vicinity YMCA participants must be approved prior to commencing work. The Program Director or YMCA assigned volunteer supervisor must present a special request for approval to the Vice President of Operations. The Vice President of Operations with assistance from the Volunteer Coordinator will review the visiting agencies policies and procedures for conducting background checks and render a decision for approval or disapproval.

#### 4.0 RECORDING VOLUNTEER HOURS

1. The Program Director or supervisor of the volunteers will provide for the recording and tracking of volunteer hours worked. One of the following methods may be used:

- a. Supply volunteers with a form to record their own hours worked.
- b. Supply a sign-in-book at a specific location for volunteers to record hours as worked.
- c. Program Director or assigned volunteer supervisor to record hours worked by the volunteers.

2. The Program Director or supervisor working with the volunteer is responsible for collecting the forms that record the volunteer hours worked, verifying the hours worked, and turning in this information to the Volunteer Coordinator at the beginning of each month.

3. On the first of every month, volunteer hours are due to the Volunteer Coordinator. The following information is needed when turning in hours:

- Number of hours worked
- Job that was performed
- Name of volunteer
- Sex
- Race
- Whether or not the volunteer is Court – Ordered

#### 5.0 ACCOUNTIBILITY

All employees that engage the services of any volunteer or are involved in the investigative procedure and approval process must review this policy and sign an acknowledgment form stating such.

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<b>Subject:</b> Volunteer Background Investigations / Recorded Hours
<b>Policy/Procedure No:</b>
<b>Adoption Date:</b> April 16, 2001 <span style="float: right;"><b>Revised:</b> March 28, 2005</span>

**ACKNOWLEDGMENT**

I acknowledge that I have received this policy. Further, I acknowledge that I understand all elements of the policy and my responsibilities.

I understand that any violation of this policy may result in disciplinary action up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Employee Name – Printed