VOLUNTEER PROCEDURES

Supervised Volunteers
• New Volunteers Complete a Registration Form – **Cannot start volunteering until the background check has been completed.**
  • Background screening can take up to 3 weeks to complete
  • Volunteer profile will be updated when the background check is completed
  • Returning Volunteers Activate in Focus – All Background Screening is good for 5 years
  • Volunteer’s sign in at front desk
  • Check through Badge Pass
  • Volunteer’s log hours in the volunteer computer
  • Volunteer will wear a badge on campus at all times
  • Volunteer(s) will be supervised

Unsupervised Volunteers
• **Volunteers must be State or Nationally Background Screened Approved prior to getting a Level 2 screening**
  • Fingerprint screening 5 to 10 days for results – Results are good for 5 years
  • Results are updated in the volunteer profile in Focus
  • Photo ID must be worn on campus at all times
  • Level 2 is for volunteers who are unsupervised i.e., field trip drivers, chaperones. Anyone who might be one on one with students

Misc., volunteer background screenings
• College Students – Processed through Personnel – cannot be on campus until registration and Level 2 is completed
  • Must be in Focus as a registered volunteer – Level 2
  • Log Volunteer hours
  • College student must contact personnel for any questions regarding their profile
  • Must wear their college badge at all times
  • This does not apply to College students who are doing community service projects as part of their degree
• Vendors – Level 2
  • Must wear badge at all times
• PCSB Employees who are Volunteers – Registered – Level 2 Screened
  • Must wear their PCSB badge at all times
• All Speakers – Must be Registered and State/National Background Screened in focus before coming on campus
  • Must log hours in Focus
  • Great America Teach-In and Large Speaking Events i.e.: Career Day, Law Day, do not have to register individually but their hours must be recorded.