

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.