

 Policy #: Parent Involvement 6.8	Effective Date: 09/2009	Page #:
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POLICY: VOLUNTEER JOB APPLICATION

PERFORMANCE OBJECTIVE: The Volunteer Job Application form must be completed by prospective volunteers who are not parents/guardians of enrolled Head Start/Early Head Start children. The purpose of this form is to provide information to ensure the safety and well-being of children, staff and volunteers.

PROCEDURE:

- Provide form to prospective volunteer to complete.
- Notify Parent Involvement Coordinator when application is taken.
- Copy completed application and send to Parent Involvement Coordinator.
- Maintain original application in a file on site.
- Monitor number of hours applicant volunteers in the event it is necessary to complete a criminal background check. Anyone who volunteers for more than twenty hours per calendar week will be required to undergo a criminal background check.
- Contact the Personnel Manager in the event a criminal background check is required.