

POLICIES & PROCEDURES FOR PROCESSING VOLUNTEERS



1. All volunteers must attend an orientation/training before they can begin volunteering.
2. All paperwork must be completed before they can begin volunteering This includes:
 - a) A **fully** completed and signed Volunteer Application
 - b) A **fully** completed and signed Agreement Regarding Policies & Procedures
 - c) A **fully** completed and signed Washing State Patrol
 - We can now process these over the internet in approximately 15 minutes. **ABSOLUTELY NO VOLUNTEER** should be working with a teen if their background check has not been completed.
 - Please check legibility, if every letter and number cannot be read indisputably, mistakes can be made and checks will not be correct
 - When these are handed in, please check them against a legal phot ID. Preferably State ID
 - These need to be redone every 3 years. If you have any volunteers that are in their 3rd year or more, we need to redo their WSP check
 - I have attached a WSP Background Check Form

CONTACT INFORMATION:

C.H.A.M.P.S Resource & Service Center
ATTN: BOD
7728 Rainier Avenue South
Seattle, WA 98118
C: 206-931-2119 or 206-518-7444
E: info@champsseattle.org
<http://www.champsseattle.org>

VOLUNTEER APPLICATION

Name _____
Address _____
City _____ State _____ Zip _____
Home# _____ Cell# _____
Work# _____ Fax# _____
E-mail address _____
Male _____ Female _____ Birthday (optional) _____
Current Employer _____
Educational Background _____

Religious Affiliation (optional) _____
Ethnic Background (optional) _____

FOR OFFICE USE ONLY

Date received _____
Data entry _____
Orientation _____
Release Form _____
WSP Form _____
Assigned _____
Beginning Date _____
Inactive Date _____
Reference 1 _____
Reference 2 _____
App accepted _____
App rejected _____

Staff date & initial on each line

TIME PREFERENCE *Length of commitment* _____ 1 year _____ 2 years _____ other _____

Days and time available (*please be specific*)

_____ Sun _____ Mon _____ Tue _____ Wed _____ Thurs _____ Fri _____ Sat

Would you like to be a: _____ Board Member _____ Youth Leadership _____ Project Volunteer _____ Committee
(check all that apply)

VOLUNTEER HISTORY

Previous related volunteer or work experience _____

Other community involvement (church, service organization etc.) _____

What do you hope to gain through volunteering with CHAMPS? _____

Who referred you to our organization? _____ How did you hear about CHAMPS? _____

REFERENCES:

Non-Relative 1) _____ Phone# _____

Reference 2) _____ Phone# _____

In case of emergency, notify: _____ Phone# _____

Physical limitations _____