



Human Resources

Volunteer Check List

(Place in sheet protector in file)

Volunteer

Name: _____

Is Volunteer counted in Child/Staff Ratios? Yes _____ No _____

Complete the following items on all volunteers who come into your Center on a regular or frequent basis (more than twice in a month). A volunteer is anyone who works in a center who is not an employee. List the date that each item was completed or NA for items that do not apply.

Y Affidavit: _____ (complete once)

Y Volunteer Application: _____ (complete once)

Y Child Care Center Personnel Information Record (Form 2947): _____
(complete once, if counted in ratios; **Orientation Section must be completed by everyone**)

Y Criminal Background Check: _____ (every two years)

Y FBI Fingerprints: _____ (complete once with first background check)

Y Copy of HS Diploma or degree: _____ (one copy for file, if counted in ratios)

Y First Aid Certification: _____ (complete upon expiration, if counted in ratios or left alone with children)

Y CPR Certification: _____ (complete upon expiration, not needed for provider/volunteer)

Y Pre-Service Training or Wavier: _____ (complete once, if counted in ratios)

Y TB Skin Test or Survey Results: _____ (screen every year, test every three years, copy of TB skin test result if test has been completed)

Y Center Operating Manual: _____ (current copy)

Y Training Log/Records: _____ (on-going, if counted in ratios)

Y Volunteer Agreement _____ (complete once)

Y Date of Termination of Services: _____

Center Director Mission Statement

“We strive for excellence by empowering the lives of children and families through leadership by example, while fostering cooperative parent, staff, and community teamwork.”

09/25/08