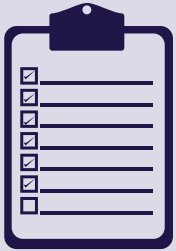


GOOD PRACTICES: VOLUNTEER SCREENING



ASSESS RISK AND WRITE POLICIES

- Policies should identify strategies for reducing potential risks for volunteers
- Policies define what is and isn't okay for volunteers, volunteer managers, clients, and staff.
- Policies can outline broad organizational beliefs that can impact volunteers.



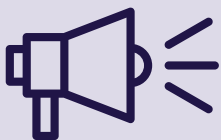
OUTLINE PROCEDURES

- Procedures outline how policies and bylaws are practiced and enforced
- Procedures can outline many volunteer screening processes like application forms, interviews, reference checks, rules for obtaining police information checks, training volunteers, and much more.
- Procedures should be clear, written down, and reviewed often.



DEVELOP VOLUNTEER POSITIONS

- Treat your volunteer positions like you would a job description.
- Position descriptions should include information like tasks, the population they will be working with, risks, location, timelines, time commitment, etc.
- Develop your volunteer positions in conversation with your volunteers
- Use these positions as tools to recruit, inform, and onboard new volunteers.
- Use these positions as maps of risk and workload within your volunteer program



EVALUATE YOUR WORK

- Organizations should utilize feedback from volunteers.
- Include volunteers in developing screening policies and procedures.
- Check in with your volunteers regularly to see what they need and what is working.
- Establish outcomes and benchmarks for your volunteer program so you can measure success and determine needs