

# RULES OF THUMB: VOLUNTEER SCREENING



## ASSESS RISK AND WRITE POLICIES

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



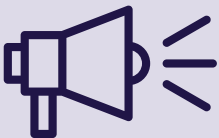
## OUTLINE PROCEDURES

- Procedures can include things 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.



## EVALUATE YOUR VOLUNTEER PROGRAM

- Organizations should utilize feedback from volunteers.
- Include volunteers in developing screening policies and procedures.
- Check in with your volunteers regularly.