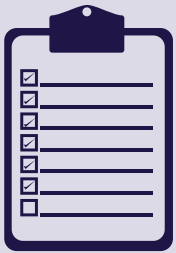


# RULES OF THUMB: VOLUNTEER SCREENING



## 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.



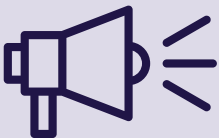
## OUTLINE PROCEDURES

- 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.



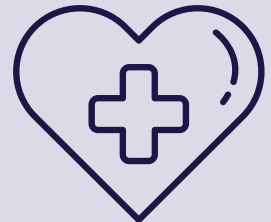
## EVALUATE YOUR VOLUNTEER PROGRAM

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

# RULES OF THUMB: SCREENING DURING A PANDEMIC

## CONTINUE TO MITIGATE RISK

- Follow all existing public health orders and stay informed.
- Talk to your insurance provider to ensure any changes you make to your screening process are still taking into account risk, accountability and due diligence.
- If you have a parent organization, talk to them to ensure you're in line with their policies and procedures.
- Learn from your peers. Talk to other nonprofit organizations and see if they have any advice or on-the-ground knowledge about potential risks in their organizations.



## CREATE NEW POSITIONS

- Take stock of your volunteer positions and see what could be done remotely. (e.g. calling senior citizens, social media, grant writing)
- Consider micro-volunteering opportunities. Micro-volunteering opportunities are short-term, project-driven, and generally done on one's own time. (e.g. quilting for those in need, editing/reviewing documents, snow shovelling)
- Use online platforms like Volunteer Connector to promote new opportunities



## ADAPT YOUR PROCEDURES AS NEEDED

- Even during a pandemic, organizations have a duty of care and need to consider individual and community safety when engaging volunteers
- Consider performing your screening procedures differently. Can in-person interviews be done by phone or video conference? Can physical application forms be put online? Could your organization train volunteers electronically?
- If you cannot make a procedure work during the pandemic without it being a risk, be prepared to delay the work related to the program temporarily.

