**Sample Volunteer Screening Policy**

**Purpose:** As an organization, we must strive to protect our stakeholders from injury caused by our volunteers. This policy outlines processes for screening volunteers to avoid negligent selection of volunteers.

**Responsibility:** Executive Director,Volunteer Coordinators, Human Resources

**Procedures:**

1. All applicants shall fill out a volunteer application.

2. A Volunteer Coordinator or designated personnel will review applications received from potential volunteers. Designated personnel shall be trained to screen volunteers.

3. Applications of qualified applicants shall be entered into the password-protected electronic volunteer database or into a locked file cabinet as appropriate for your organization. Resumes of unqualified applicants shall be discarded.

4. During the interview (at orientation or independently) the Volunteer Coordinator shall determine the applicants’ suitability for the position(s) available, as well as disclose the following information:

a. The risks involved with the position(s) being applied for

b. The requirement for a background check (dependent on the screening requirements of the position(s) being applied for)

c. Orientation, training, supervision and evaluation requirements

5. All information obtained during the interview shall be entered into the applicant’s file in the password-protected electronic database and shall be used solely for the purpose of making a selection decision. Applicants may request to have their information removed at any time.

6. In selecting volunteers, Volunteer Coordinators shall not make selections based on race, creed, color, place of origin, nationality, sex or age.

7. The Volunteer Coordinator shall obtain background reports from all applicants working with vulnerable population groups or working without supervision.

a. If an applicant has committed an offense in any way related to sex, physical violence, maliciousness or other offenses as the Volunteer Coordinator sees fit, that applicant will not be considered for selection.

b. If an applicant has committed any other offense, time that has passed, attempts at rehabilitation, likelihood to re-offend and other individual circumstances will be considered in the selection process.

8. The Volunteer Coordinator shall contact all references provided by applicants, document conversations and use the references as a strong consideration in making a selection decision.

9. Successful applicants shall be notified of their selection and welcomed to the organization.

10. Volunteers are required to read, sign and follow all organizational policies.

11. All volunteers shall be on probation for a period of three months and receive evaluations every three months to review their performance. Any significant deviations from policies or unnecessary risky behavior shall be grounds for dismissal.

#11 should be adapted to the policies that work for your organization.

Approved and Adopted by the XXXX board on (date)