

Department: Human Resources	Approval Date: 6/12/17	Policy Number: 8300
Regulation Number: 1302.21 1302.90(c) 1302.94	Regulation Topic: Volunteers	Policy Title: Program Requirements for Volunteers

Policy:

All direct service providers must ensure the following requirements are met for volunteers:

All Volunteers must abide by the following guidelines:

- Participate in a program orientation;
- Sign program Standards of Conduct; and,
- Are never left alone with children.

Regular Volunteers are individuals who volunteer 20 or more hours a month in a program. They must have:

- An initial TB test or screening; and,
- Criminal background check(s) as determined by individual programs.

Volunteers who are used to meet naptime ratios, must follow the MO Licensing Regulations and must have:

- An initial TB test or screening;
- An initial physical; and,
- Criminal background checks, following the providers’ procedure for staff, including updated criminal background checks.