** 2022-2023 Annual Pre-Service Orientation Training Checklist-Volunteer**

 **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Site:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **SUBMIT** | **In File** |
| 1. Personnel Information and Credentials (Volunteers Complete Emergency Contact Information.)
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| 1. Staff and Volunteer Mandated Reporting Policy
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| 1. Confidentiality Policy
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| 1. NMCAA Child Development Programs Code of Conduct – 1302.90 (c)
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| 1. Proof of Vaccination or Waiver (Distribute only to HR)
 | N/A |
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| **Reviewed** |
| 1. Cornerstones of Culture
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| 1. Child Protection Law and Mandated Reporter Training (Video) <https://www.nmcaahs.com/annual-pre-service-orientation-and-training.html>
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| 1. NMCAA Child Development Program Guidance Policy
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| 1. Volunteer Screening and Supervision Policy
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| 1. NMCAA Head Start COVID-19 Vaccine Policy and Procedure
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| 1. What is InKind?, Volunteer/Donation Form for In Kind & Sample, Classroom Sign In/Sign Out Log
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| **Additional On-Site Training** |
| Volunteer Classroom Tour-Volunteer Files, Storage of Personal Items, Other Forms As Needed |

 **Volunteer Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Lead Teacher Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Distribution: Center keeps a copy of submitted forms in volunteer files.\_

 6/22 P:\Head Start Files\APOT\ APOT Docs\2022 2023 HS GSRP APOT Checklist Volunteer