** 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.) |  |
| 1. Staff and Volunteer Mandated Reporting Policy |  |
| 1. Confidentiality Policy |  |
| 1. NMCAA Child Development Programs Code of Conduct – 1302.90 (c) |  |
| 1. Proof of Vaccination or Waiver (Distribute only to HR) | N/A |
|  |  |
| **Reviewed** | |
| 1. Cornerstones of Culture | |
| 1. Child Protection Law and Mandated Reporter Training (Video) <https://www.nmcaahs.com/annual-pre-service-orientation-and-training.html> | |
| 1. NMCAA Child Development Program Guidance Policy | |
| 1. Volunteer Screening and Supervision Policy | |
| 1. NMCAA Head Start COVID-19 Vaccine Policy and Procedure | |
| 1. What is InKind?, Volunteer/Donation Form for In Kind & Sample, Classroom Sign In/Sign Out Log | |
|  | |
| **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.\_

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